

[Your Name]
[Your Position]
[School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Dear Kindergarten Families,

We are excited to invite you to our upcoming holiday celebration for our kindergarten classes! This event will be a wonderful opportunity for our students to share their holiday spirit and showcase their learning through fun activities and performances.

****Event Details:****

****Date:**** [Insert Date]

****Time:**** [Insert Start Time] - [Insert End Time]

****Location:**** [Insert Location]

During the celebration, there will be activities such as [list a few activities, e.g., crafts, games, performances]. We encourage parents to join us in making this celebration memorable for our children.

Please RSVP by [Insert RSVP Date] to help us plan accordingly. You can reply to this letter or contact me at [insert contact information].

We look forward to celebrating the holiday season together with you and your little ones!

Warm regards,

[Your Name]

[Your Position]