

[Your Organization/School Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Dear Parents and Guardians,

We are excited to announce our upcoming kids' activities! Here are the details:

**\*\*Activity Title:\*\*** [Name of Activity]

**\*\*Date:\*\*** [Date of Activity]

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

**\*\*Location:\*\*** [Venue/Location]

**\*\*Description of Activity:\*\***

[Brief description of the activity and what kids can expect.]

**\*\*What to Bring:\*\***

- [Item 1]

- [Item 2]

- [Item 3]

**\*\*Cost:\*\*** [Amount] (if applicable)

Please RSVP by [RSVP Date] to ensure your child's spot. You can reply to this letter or contact us at [Phone Number/Email Address].

We look forward to a fun and engaging time!

Warm regards,

[Your Name]

[Your Position]

[Your Organization/School Name]

[Optional: Website URL]