

Date: [Insert Date]

RefNo: [Insert Reference Number]

To,  
[Recipient's Name]  
[Address/Designation]

**Subject: Invitation to Annual School Sports Day Function**

Dear [Recipient's Name/Parent/Guardian],

It is with great pleasure that we invite you to attend our school's Annual Sports Day function, which is scheduled to be held on **[Insert Date]** at **[Insert Time]** in the **[School Playground/School Auditorium]** of **[School Name]**.

This special event aims to celebrate the spirit of teamwork, sportsmanship, and physical fitness among our students. The program will include a variety of athletic competitions, fun games, and inspiring performances by our talented students. Your presence will motivate and encourage our young athletes, adding to the excitement and joy of the occasion.

We cordially invite you to grace the function with your esteemed presence and cheer for our students as they showcase their skills and determination. Your support and participation are invaluable in nurturing an enthusiastic and positive environment within our school community.

Kindly be seated by **[Insert Reporting Time]** for a prompt start to the program. We look forward to celebrating this memorable day together with you.

Thank you.

Sincerely,  
[Principal's Name]  
Principal  
[School Name]  
[Contact Information]