

Date: [Insert Date]

To,  
[Parent's/Guardian's/Community Member's Name]  
[Address]

Subject: Invitation to the School Annual Day Celebration

Dear [Recipient's Name],

We are delighted to invite you to the **Annual Day Celebration** of [School Name], an event that marks another year of our students' achievements and showcases their diverse talents. Your presence will add charm and significance to this joyous occasion.

**Date:** [Insert Event Date]

**Time:** [Insert Event Time]

**Venue:** [Insert Venue Name and Address]

The program highlights will include cultural performances, award ceremonies, and special presentations by our students, reflecting their dedication and hard work throughout the academic year. We believe your encouragement and support will greatly motivate our young achievers.

We earnestly look forward to your gracious presence with family and friends, as together we celebrate the spirit and accomplishments of our school community.

Kindly RSVP by [RSVP Date] to [Contact Details/Email/Phone]. For further information, feel free to contact us.

Thank you and looking forward to your presence.

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