

Invitation to Parents for Annual School Function

Date: [Insert Date Here]

Time: [Insert Time Here]

Venue: [Insert Venue Here]

Dear Parents,

We are delighted to invite you to our upcoming **[Name of Event, e.g., Annual Day Celebration]** at [School Name]. This special occasion has been planned to celebrate the talents, achievements, and efforts of our students and dedicated faculty.

We are honored to announce that **[Name of Chief Guest]**, [Designation/Position of Chief Guest], will be gracing the occasion as our chief guest. Their esteemed presence will undoubtedly elevate the event and provide both inspiration and encouragement to our students.

The event is scheduled for **[Date]** at **[Time]** and will be held in the **[Venue]** of our school. A variety of performances and activities have been organized by our talented students, and we are eager to showcase their hard work and spirit.

Your participation and support mean a great deal to us and to your children. We kindly request you to join us in making this event a grand success through your presence and enthusiasm.

We look forward to celebrating this special day with you and building cherished memories together.

Warm regards,

[Principal's Name]

Principal

[School Name]