

Date: [Insert Date]

Dear Parents and Guardians,

We are delighted to invite you to our upcoming school event, **[Event Name]**, which will take place on **[Event Date]** at **[Event Time]** in the **[Event Location]**. This special occasion is an excellent opportunity for our school community to come together, celebrate our students' achievements, and create lasting memories.

Dress Code Guidelines for Parents

To ensure a respectful and cohesive atmosphere, we kindly request that all parents and guardians adhere to the following dress code guidelines:

- Smart casual attire is recommended. Please avoid clothing with offensive language, graphics, or slogans.
- No ripped or torn garments.
- Shirts and blouses should have sleeves and an appropriate neckline.
- Knee-length or longer skirts, dresses, or shorts are preferred.
- Closed-toe shoes are encouraged for safety reasons.

Your cooperation in following these guidelines will help us uphold the values of our school and contribute to a unified and celebratory environment for all attendees. Should you have any questions regarding the dress code or the event, please feel free to contact the school office at **[Contact Information]**.

We look forward to celebrating with you and your family!

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