

Date: [Insert Date]

To,  
The Parents/Guardians,  
[School Name]

Subject: Invitation to [Event Name] with COVID-19 Safety Protocols

Dear Parents/Guardians,

We are pleased to invite you to our upcoming [Event Name] scheduled to take place on [Event Date] at [Event Time] in [Event Venue/Location]. This event is an exciting opportunity for students, staff, and families to come together and celebrate our school community.

As we continue to prioritize the health and safety of everyone, we kindly request your cooperation in adhering to our established **COVID-19 safety protocols** throughout the event. The following measures will be strictly implemented:

- **Mandatory Mask-Wearing:** All attendees (adults and children) are required to wear masks at all times within the school premises.
- **Social Distancing:** Please maintain a minimum distance of 6 feet from others wherever possible.
- **Hand Sanitizing Stations:** Hand sanitizers will be available at entry points and key locations. We encourage frequent hand hygiene.
- **Temperature Checks:** Temperature screening will be conducted for all attendees at the entrance. Anyone exhibiting symptoms or with a fever will not be permitted to enter.
- **Stay Home if Unwell:** If you or your child are feeling unwell or have been exposed to COVID-19, kindly stay at home and inform the school.

Your presence will make this event memorable, and your cooperation will help ensure the safety and well-being of all participants. We are committed to creating a secure environment where everyone can enjoy the festivities with peace of mind.

If you have any questions or concerns, please do not hesitate to contact us at [School Phone Number] or [School Email Address].

We look forward to your enthusiastic participation!

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