

**Date:** [Insert Date]

**To:** Respected Parents/Guardians,

We are delighted to invite you to the upcoming school function organized at [School Name]. This event is an important occasion for our school community as we celebrate the achievements and talents of our students. Your presence would greatly encourage and support your child, as well as strengthen the bond among our school families.

**Event Details:**

**Date:** [Function Date]

**Time:** [Start Time] to [End Time]

**Venue:** [School Auditorium/ Hall / Grounds]

To maintain the event's decorum and spirit, we kindly request all parents and guardians to adhere to the following dress code:

- **Dress Code:** Formal or Semi-formal Attire (e.g., Saree/Salwar for ladies; Shirt and Trousers for gentlemen. Please avoid casual wear such as jeans, t-shirts, or slippers.)

We look forward to your enthusiastic participation and support in making this event memorable for our children. Should you have any questions or require further information, please feel free to contact us at [Contact Information].

Thank you for your continued cooperation.

Sincerely,

[Principal's Name]

Principal, [School Name]