

# Sample Invitation Letter for Parents to Attend School Function

**Date:** [Insert Date]

**To,**

The Parents/Guardians,  
[School Name],  
[School Address]

**Subject:** Invitation to Attend [Name of the Function] at [School Name]

Dear Parents/Guardians,

We are delighted to invite you to our prestigious **[Name of the Function]** which will be held on **[Date]** at **[Time]** in the school premises (**[Venue]**). This event is organized to celebrate the achievements and talents of our students and to foster a sense of community among students, parents, and staff.

Your enthusiastic participation and support mean a great deal to us and play a vital role in motivating our students. We are confident that your presence will make this occasion even more memorable for your child and all members of our school family.

## Event Details:

- **Function:** [Annual Day / Sports Day / Cultural Program / etc.]
- **Date:** [Date]
- **Time:** [Time]
- **Venue:** [School Auditorium / Playground / etc.]

We look forward to your gracious presence and active participation. Kindly confirm your attendance by [RSVP Details, if any].

Thank you for your continued support and cooperation.

Warm regards,

[Principal's/Head's Name]

[Designation]

[School Name]