

[School Letterhead]

Date: [Insert Date]

To,
The Parents/Guardians
[Name of Student]
[Class/Section]

Subject: Invitation to [Name of Event/Function]

Dear Parent/Guardian,

We are pleased to invite you to attend our upcoming **[Name of Function]**, scheduled to be held on **[Date]** at **[Time]** in the **[Venue]**. This event has been organized with the aim of **[Brief Purpose of the Event]**.

In order to ensure a smooth and successful function, we kindly request your cooperation in observing the following responsibilities:

- **Attendance:** Please arrive at the venue at least **15 minutes before the scheduled time** to facilitate timely commencement of the program.
- **Child Supervision and Behavior:** Ensure your child is dressed appropriately as per school guidelines and maintains proper decorum throughout the event.
- **Participation:** Kindly participate in any event preparations or contributions as communicated by the class teacher (e.g., food, decorations, costumes, or materials).
- **Adherence to Guidelines:** Follow the school's safety protocols and event procedures, and cooperate with the staff for the benefit of all attendees.

Your support plays a crucial role in the success of our school programs and in setting a positive example for our students. Please confirm your attendance by **[RSVP Date/Procedure]**.

Should you have any questions or require further information, please feel free to contact us at **[School Contact Details]**.

We look forward to celebrating this special occasion together and thank you for your continued support.

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