

[School Letterhead or Name]

[School Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Invitation to [Name of Event] at [School Name]

Dear [Recipient's Name/Title],

On behalf of [School Name], it is our pleasure to cordially invite you to attend our upcoming **[Name of Event]**, scheduled to take place on **[Date]** at **[Venue/Location]** from **[Start Time]** to **[End Time]**.

The aim of this event is to [state the purpose of the event; e.g., celebrate our students' achievements, showcase scientific innovations, foster stronger parent-teacher relationships, etc.]. Your presence would be a great honor to us and will surely motivate the participants.

We kindly request you to grace the occasion with your esteemed presence. Please find the program schedule attached for your reference. Should you have any queries, feel free to contact us at [Contact Information].

We look forward to your positive response and hope you will be able to join us for this special day.

Sincerely,  
[Your Name]  
[Your Designation]  
[School Name]