

Date: [Insert Date]

Dear Parents and Guardians,

We are delighted to invite you and your family to our upcoming **Annual School Function**, a day dedicated to celebrating the talents and achievements of our wonderful students. Your presence will not only encourage the children but also strengthen the bond within our school community.

Please join us for a day of engaging activities, impressive performances, and joyful celebrations. Below is the schedule of events to help you plan your day:

| Time                | Event                                      |
|---------------------|--|
| 09:00 am - 09:30 am | Welcome & Registration                     |
| 09:30 am - 10:00 am | Inaugural Address & Principal's Speech     |
| 10:00 am - 11:30 am | Student Performances (Music, Dance, Drama) |
| 11:30 am - 12:00 pm | Interactive Parent-Student Activities      |
| 12:00 pm - 12:30 pm | Refreshments & Networking                  |
| 12:30 pm - 01:30 pm | Awards & Recognition Ceremony              |
| 01:30 pm            | Vote of Thanks & Closing                   |

Your active involvement plays a vital role in the success and confidence of our students. We sincerely hope you will attend and make this event a memorable one for everyone.

Kindly confirm your attendance by [RSVP instructions/Date]. If you have any questions, feel free to contact us at [school contact information].

We look forward to celebrating together!

Warm regards,  
[Principal's Name]  
[School Name]  
[Contact Information]