

Sample Invitation Letter for School Award Ceremony

[School Letterhead]

[Date]

Dear [Recipient's Name],

We are delighted to invite you to the **[Name of School]** Annual Award Ceremony, a special occasion dedicated to celebrating the outstanding achievements and academic excellence of our students.

The event will be held as follows:

Date: [Date of Ceremony]

Time: [Start Time] – [End Time]

Venue: [Venue/School Auditorium Name and Address]

The award ceremony recognizes the dedication, hard work, and commitment of our students, who have excelled in academics, sports, arts, and community service. Your presence will not only honor their accomplishments but also inspire them to strive for continued excellence.

We would be honored if you could join us in making this event memorable. Kindly RSVP by [RSVP Date] to [RSVP Contact Information].

Thank you for your continued support and encouragement of our students. We look forward to celebrating this special day with you.

Sincerely,

[Principal's Name]

Principal, [School Name]

[School Contact Information]