Event Invitation Letter PDF

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From:  
The Principal  
City High School  
200 Education Lane, City, State, ZIP  
Date: May 3, 2024

### Salutation

Dear Parents and Guardians,

### Introduction

It is with great pleasure that we invite you and your family to attend the Annual City High School Sports Day 2024, an event celebrating our students’ athletic talents and sportsmanship.

### Body

Event Details:  
Date: August 20, 2024  
Time: 8:00 AM - 3:00 PM  
Venue: City High School Sports Grounds, 200 Education Lane, City, State, ZIP

Join us for a day filled with competitive sports, family-friendly activities, and school spirit!

### Closing

Please RSVP by emailing us at events@cityhigh.edu or calling our office at (123) 456-7890 by August 10, 2024.

Best regards,  
Emily White  
Principal, City High School