

Event Invitation Letter PDF

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