

Dear [Parent/Guardian's Name],

We are excited to announce that our school will be hosting a Bake Sale on [Date] to raise funds for [specific purpose, e.g., school supplies, field trips]. We would love your participation to make this event a success!

We kindly request that you contribute your favorite baked goods. Whether it's cookies, cupcakes, or pies, your delicious treats will surely delight our students and community.

Please let us know if you can participate by [RSVP Date]. You can contact us at [Contact Information] or simply reply to this letter.

Thank you for your support and for helping us create a wonderful community event!

Sincerely,

[Your Name]

[Your Position], [Your School]