

Dear [Recipient's Name],

We are excited to invite you to participate in our upcoming Community Service Engagement at [School's Name] on [Date] from [Start Time] to [End Time].

This event aims to foster a spirit of service among our students and the broader community. We believe your involvement will make a significant impact.

Details of the event are as follows:

- **Location:** [Venue/Location]
- **Activities:** [Brief description of activities]
- **RSVP:** Please respond by [RSVP Date] to confirm your participation.

We hope you can join us in making a difference!

Warm regards,

[Your Name]

[Your Position]

[School's Name]

[Contact Information]