

Dear Parents and Guardians,

We hope this message finds you well. We are writing to provide you with an update on the schedule for the upcoming Private School Music Recital.

Recital Date and Time

The music recital will take place on **[Date]** at **[Time]**. Please note that the event will be held in the **[Location]**.

Participating Students

All students enrolled in the music program are invited to perform. A detailed list of performers will be shared soon.

Rehearsals

We will hold rehearsals on **[Rehearsal Date]** and **[Rehearsal Date]**. Attendance is strongly encouraged to ensure a smooth performance.

Additional Information

We kindly ask that you confirm your attendance by **[RSVP Date]**. Should you have any questions or need further information, please do not hesitate to reach out.

Thank you for your continued support in making this recital a success!

Sincerely,
[Your Name]
[Your Position]
[School Name]