

# Invitation to Our Strategic Planning Session

Dear [Recipient's Name],

We are pleased to invite you to participate in our strategic planning session for [School Name]. Your insights and contributions are vital as we chart the future of our school.

**Date:** [Date]

**Time:** [Time]

**Location:** [Location]

This session will focus on identifying our strengths, weaknesses, opportunities, and threats, as well as setting goals for the upcoming years. Your expertise and perspective will greatly aid in shaping our strategic direction.

Please RSVP by [RSVP Date] to confirm your attendance.

Thank you for your continued commitment to [School Name]. We look forward to your participation.

Warm regards,

[Your Name]

[Your Title]

[School Name]

[Contact Information]