

# Dear Parents and Guardians,

We are excited to invite you to our upcoming Parent Involvement Gathering on **[Date]** at **[Time]**. The event will take place at **[Location]**.

This is a wonderful opportunity for you to connect with teachers and other parents, share your ideas, and contribute to our school community. Your involvement is crucial in helping us create a positive learning environment for our children.

## Agenda:

- Welcome and Introductions
- Overview of School Programs
- Discussion on Parental Involvement
- Open Forum for Questions and Suggestions
- Closing Remarks

Please RSVP by **[RSVP Deadline]** to ensure we can accommodate everyone. You can reply to this email or contact us at **[Contact Information]**.

We look forward to seeing you there!

Sincerely,

**[Your Name]**  
**[Your Position]**  
**[School Name]**