

Welcome to [School Name]!

Dear Parents and Students,

We are excited to announce our upcoming school orientation for the academic year [Year]. This event is a great opportunity for new and returning students and their families to familiarize themselves with our school community.

Date: [Date]

Time: [Start Time] - [End Time]

Location: [School Address or Specific Location]

During the orientation, you will have the chance to meet our dedicated staff, learn about our programs, and explore the facilities. We encourage all families to attend, as it will help you and your child to have a smooth transition into the school year.

Please RSVP by [RSVP Date] to ensure we can accommodate everyone.

We look forward to seeing you at the orientation!

Warm regards,

[Your Name]

[Your Title]

[School Name]

[Contact Information]