

Dear Parents and Guardians,

We are excited to remind you of the upcoming school orientation for the 2023-2024 academic year.

Date: September 5, 2023

Time: 6:00 PM - 8:00 PM

Location: School Auditorium

This orientation will provide valuable information about our programs, policies, and expectations for the year ahead. It is a great opportunity to meet teachers, staff, and other parents.

Please confirm your attendance by replying to this email or contacting the school office at (123) 456-7890.

We look forward to seeing you there!

Warm regards,

[Your Name]

[Your Position]

[School Name]