

Confirmation of Attendance

Date: [Insert Date]

Dear [Parent's Name],

Thank you for your interest in the upcoming Parent-Teacher Association (PTA) meeting scheduled for [Insert Date] at [Insert Time]. We are pleased to confirm your attendance.

The meeting will be held in [Insert Location], and will cover important topics regarding our school community, upcoming events, and how we can work together to support our students' educational experiences.

If you have any questions or would like to add any topics to the agenda, please feel free to reach out to us at [Insert Contact Information].

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[School Name]