

# Reminder: Upcoming Parent-Teacher Association Meeting

Dear Parents and Guardians,

This is a friendly reminder that our next Parent-Teacher Association (PTA) meeting is scheduled for **[Date]** at **[Time]**. The meeting will be held in the **[Location]**.

We encourage all parents to attend as we will be discussing important topics regarding our school's programs and planning upcoming events. Your input and support are invaluable to our community.

Please feel free to bring any questions or concerns you would like to discuss.

Thank you for your continued support.

Best regards,

**[Your Name]**

**[Your Position]**

**[School Name]**

**[Contact Information]**