

# Dear Parents,

We hope this message finds you well! As we approach the end of the school year, we are excited to announce that we are in the process of creating our annual yearbook. This cherished keepsake is a wonderful way to celebrate our students' achievements and memories.

To make this yearbook truly special, we are inviting you to contribute. Whether it's a photo, a memory, or a message for your child, your input will make a significant difference in capturing this year's unforgettable moments.

## How to Contribute:

- Photos: Please send in high-resolution images of your child's school activities.
- Messages: Write a short note or message that we can feature alongside your child's photos.
- Deadline: All contributions must be submitted by [insert date].

Contributions can be sent to [insert email] or dropped off at the school office. If you have any questions, please feel free to reach out to us.

Thank you for your support in making this yearbook a memorable one for our children!

Warm regards,

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