

Dear [School Community],

We are excited to announce some updates to our school event calendar! Please take a moment to review the changes below:

Upcoming Events:

- **Fall Festival:** October 15, 2023
- **Parent-Teacher Conferences:** October 20-21, 2023
- **Winter Concert:** December 10, 2023

For a complete list of events, please visit our [event calendar](#).

Thank you for your continued support!

Sincerely,
[Your Name]
[Your Position]
[School Name]