

Subject: Important Information Regarding Senior Transitions

Dear [Family Member's Name],

We hope this message finds you well. As your loved one prepares for their transition into their senior year, we understand how important family involvement is during this time.

We would like to invite you to attend an upcoming meeting on [Date] at [Time] in [Location]. This meeting will provide valuable information on:

- Transition resources
- Academic expectations
- College and career planning

Your input and support are crucial to ensuring a smooth transition. Please RSVP by [RSVP Date] to let us know if you will be able to attend.

Thank you for your continued involvement and support. We look forward to seeing you!

Warm regards,
[Your Name]
[Your Position]
[School/Organization Name]
[Contact Information]