

Dear Parents and Guardians,

We are excited to inform you about our upcoming End-of-Term Holiday Event!

Date: Friday, December 15, 2023

Time: 5:00 PM - 8:00 PM

Location: School Gymnasium

This year, we have planned a variety of activities including:

- Live Performances by our talented students
- Holiday Crafts Station
- Delicious Food and Refreshments
- A Special Visit from Santa!

We encourage all families to join us for an evening of fun and celebration. Please RSVP by December 1, 2023, to ensure we have enough supplies and refreshments for everyone.

Thank you for your continued support. We look forward to celebrating the holiday season together!

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]