

Dear [Parents/Guardians],

We are excited to remind you of our upcoming festive season event at [School Name]. Please mark your calendars!

Event Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]

This year, we have planned an array of fun activities, performances, and refreshments to celebrate the season together. Your participation will make it even more special!

RSVP:

Please confirm your attendance by [RSVP Date] to help us make necessary arrangements.

We look forward to celebrating with all of you!

Warm wishes,

[Your Name]

[Your Position]

[School Name]

[Contact Information]