

# Notification of Extracurricular Activity Schedule

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you about the upcoming extracurricular activities scheduled for the [Insert Season/Year]. Please find the details below:

## Activity Schedule

Activity	Date	Time	Location
[Activity 1]	[Date 1]	[Time 1]	[Location 1]
[Activity 2]	[Date 2]	[Time 2]	[Location 2]
[Activity 3]	[Date 3]	[Time 3]	[Location 3]

We encourage all students to participate and make the most of these opportunities. For any questions or additional information, please feel free to contact us at [Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[School/Organization Name]