

Dear Parents and Guardians,

We are excited to invite you to our upcoming Parent Workshops designed to enhance your skills and knowledge in supporting your child's education and development.

Workshop Details:

- **Date:** Saturday, March 15, 2024
- **Time:** 10:00 AM - 12:00 PM
- **Location:** Community Learning Center, Room 101

Workshop Topics:

- Effective Communication with Your Child
- Supporting Homework and Study Habits
- Understanding Child Psychology

Refreshments will be provided. We encourage all parents to attend and be active participants in their child's education.

Please RSVP by March 1, 2024, to ensure your spot: school@example.com

We look forward to seeing you there!

Warm regards,
[Your Name]
[Your Position]
[School Name]