

Dear Parents/Guardians,

We are pleased to invite you to our upcoming Parent-Teacher Assembly scheduled for **Date** at **Time**. The assembly will take place in the **Location**.

This is a wonderful opportunity for you to meet with your child's teachers, discuss academic progress, and collaborate on ways to support your child's learning.

Please RSVP by **RSVP Date** to ensure we can accommodate everyone.

We look forward to your participation and a productive discussion!

Sincerely,

School Name
Contact Information