

# Notice of Attendance for School Event

Date: [Insert Date]

Dear [Parent/Guardian's Name],

We are excited to inform you about the upcoming [Event Name], which will take place on [Event Date] at [Event Time]. The event will be held at [Location/School Name].

To ensure the best experience for all our students, we kindly ask you to confirm your attendance by [RSVP Date]. Please fill out the form attached and return it to the school office.

Thank you for your support and cooperation. We look forward to seeing you at the event!

Best regards,

[Your Name]

[Your Position]

[School Name]