

# RSVP for School Function

Date: [Insert Date]

Dear [Recipient's Name],

We are excited to invite you to our upcoming school function, scheduled for [insert date and time] at [insert location]. Your presence will make this event even more special.

Please let us know if you will be able to attend by responding to this invitation by [insert RSVP deadline].

You can reach us at [insert phone number] or [insert email address].

Thank you, and we hope to see you there!

Sincerely,

[Your Name]

[Your Position]

[School Name]