

# School Workshop Attendance Notice

Date: [Insert Date]

Dear [Parent/Guardian's Name],

We are pleased to inform you that our school will be conducting a workshop on [Workshop Topic] on [Date of Workshop] at [Time]. The workshop will be held in [Location]. This workshop aims to enhance students' skills in [brief description of workshop objectives].

We kindly request you to confirm your child's attendance by [RSVP Date]. Please fill out the form below:

Student's Name:

Grade:

Will your child attend?

Yes

No

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[School Name]