

Dear Parent/Guardian,

We are excited to invite you to our upcoming Parent Engagement Event on **[Date]** at **[Time]**. This is a wonderful opportunity to connect with teachers, learn about school programs, and engage with other parents in our community.

Event Details:

- **Location:** [Venue/Room]
- **Agenda:** [Brief overview of the agenda]
- **RSVP:** Please respond by [RSVP Date] to [Contact Information].

We value your input and look forward to your participation!

Warm regards,

[Your Name]

[Your Title]

[School Name]