

Invitation to Our Upcoming School Event

Dear Faculty and Staff,

We are excited to invite you to our annual **School Spirit Day** taking place on **March 15, 2024**. This event will be held in the school auditorium and will commence at **10:00 AM**.

Join us for a day filled with fun activities, inspiring presentations, and a chance to celebrate our school community. This is a great opportunity to connect with your colleagues and engage with students.

Please RSVP by **March 1, 2024** to ensure we have adequate arrangements.

We look forward to seeing you there!

Warm regards,
[Your Name]
[Your Position]
[School Name]