

Dear Parents and Guardians,

We are excited to announce that our annual Field Day will take place on **[Date]** at **[Location]**.

Field Day is a fun and engaging event where students participate in various sports and activities. It is an opportunity for them to build teamwork and sportsmanship while enjoying a day of friendly competition.

Event Details:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Location]
- **Attire:** Comfortable sportswear and athletic shoes

Volunteer Opportunities:

We are in need of parent volunteers to help assist with the activities and ensure a successful event. If you are available and would like to help, please sign up at **[Sign-Up Link]**.

Lunch and Snacks:

Students should bring a packed lunch and water bottle. Healthy snacks will also be provided.

If you have any questions or need further information, feel free to contact us at **[Contact Information]**.

Thank you for your support, and we look forward to an enjoyable Field Day!

Sincerely,

[Your Name]
[Your Position]
[School Name]