

Dear Parents and Guardians,

We are excited to invite you to our upcoming Parent Educational Workshop, designed to empower you with knowledge and tools to support your child's education.

Workshop Details:

- **Date:** March 15, 2024
- **Time:** 6:00 PM - 8:00 PM
- **Location:** Community Center Auditorium, 123 Main St.
- **Topics:** Effective Communication, Homework Help Strategies, and Navigating Online Learning Resources

Please RSVP by March 10, 2024, to ensure we have enough materials for everyone.

We look forward to seeing you there!

Warm regards,

[Your Name]

[Your Title]

[School Name]

[Contact Information]