

[School Header]

Dear Parent/Guardian,

On behalf of the faculty and staff at \_\_\_\_\_, I invite you to attend our  
(School Name)  
Parent-to-Parent Mix & Mingle event on \_\_\_\_\_.  
(Date)

We are so excited to welcome new families to our school community! Our staff remains committed to providing an academic environment where students and families are encouraged to participate in the learning process together.

At the Parent-to-Parent Mix & Mingle, you will be able to meet staff members and parent organization representatives, tour the building, and discuss any questions or concerns as we approach the first day of school on Monday, September 9.

You will also learn about some of the unique programs and activities here at \_\_\_\_\_,  
(School Name)  
including our \_\_\_\_\_.  
(examples of programs, special activities your school offers)

I look forward to seeing you on \_\_\_\_\_. Your ongoing involvement in  
(Date)  
school activities is essential to student success.

As always, if you have questions or concerns, do not hesitate to call the main office at

\_\_\_\_\_.  
(Phone Number)

Sincerely,

\_\_\_\_\_  
(Name)