# Invitation Letter to School Officials and Policymakers

**Remove the text above and update the highlighted sections of this template** to invite community leaders to your event.

{Insert local PTA logo}

{Date}

{insert official’s name}

{insert official’s address}

Dear {insert official’s last name}:

{Insert your PTA name} cordially invites you to attend our Healthy Lifestyles Event on {insert date} at {insert time and location}, to encourage our children to be active, drink more water, and make healthy choices for their bodies and minds.

**Sponsored by** National PTA, Nestlé Waters North America, and its national Purified Water brand Nestlé® Pure Life®, {Insert your PTA name} will teach families and students about the importance of healthy hydration, proper recycling, and {insert activity based on what your healthy lifestyles event is.}

Family engagement and student well-being are key elements of PTA’s mission — to make every child’s potential a reality. Students with involved parents are more likely to earn higher grades and pass their classes, attend school regularly, have better social skills and go on to postsecondary education. Our Healthy Lifestyles Event is all about getting families to establish healthy habits, so their children can succeed in school and in life!

Please let us know if you will be able to spare 20 minutes of your time to join us. We would include your presence in our event promotion to families and others in the community and provide time on the agenda for a brief welcome.

Thank you for considering this invitation and we look forward to hearing from you.

Sincerely,

{PTA President}

{Insert contact information for RSVP}