# **Invitation Letter to School Officials, Elected Officials and Policymakers**

**Delete all text in RED and update the highlighted sections of the template** to invite community leaders to your event. (Once finished updating the template, remove the yellow highlights.)

[Insert Local PTA Logo]

[Date]

[Insert Official’s Name]

[Insert Official’s Address]

Dear [Insert Official’s Last Name]:

[Insert PTA Name] cordially invites you to attend our [Insert PTA Program] on [Insert Date] at [Insert Time and Location], to [Insert Purpose of Program].

During this time [Insert PTA Name} will [Insert Program Summary].

Family engagement and supporting student success make up a huge part of PTA’s mission. Students with involved parents and caregivers are more likely to earn higher grades and pass their classes, attend school regularly, have better social skills and go on to postsecondary education. Getting families involved in their kids’ interests, so that they can be more successful in school and in life, is what this event is all about!

Please let us know if you will be able to share [Insert Amount of Time Required] of your time to join us. We will include your presence in our program promotion to families and others in the community and provide time on the agenda for you to provide a brief welcome.

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

Sincerely,

[PTA President]

[Insert RSVP Directions]