# Copy and paste this template to invite community leaders to your event

**Invitation Letter to**

**School Officials and Policymakers**

{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 digital safety event on {insert date} at {insert time and location}, in celebration of Safer Internet Day, which **promotes safer and more responsible use of online technology and mobile phones, especially among children and young people.**

**Our school was one of five schools throughout the country selected to host a local Safer Internet Day event the week of Feb. 10-14, 2020 in support of the national event on Feb. 11.** During this event {Insert your PTA name} will teach families and students about the importance of digital safety and review the Smart Talk, an interactive website created by National PTA and Life360, designed to facilitate a conversation between parents and their kids about using digital devices responsibly.

Family engagement and supporting student success make up a huge part of PTA’s mission. 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. Getting families involved in their kids online safety, so that they can be more successful in school and in life, is what our Safer Internet Day Event is all about!

Please let us know if you will be able to share 20 minutes of your time to join us. We would include your presence in our program 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}