

## Appendix A

Draft letter to community members who will be invited to attend (on school letterhead)

Dear \_\_\_\_\_,

(name of school) is proud to be celebrating (name of event) on (date) at (time for start of event). We value the partnership with our community and are honoured to invite you to attend the celebration.

Please note that the schedule for the event will not provide an opportunity for you to speak during the ceremony.

Please RSVP to (name of school contact) at (telephone number and/or email contact) by (deadline date for RSVP). We look forward to hearing from you.

Sincerely,

Principal