### Special Events Tool: Family Letter Templates

*Print on district letterhead*

[Date]

Dear [District Name] Families,

The [District Name] [Department Name] is hosting a [special event title] as a special event in the cafeteria.

All students [and families] are invited to participate in the [name] event.

Where:

When:

What:

The purpose of the event is to [reason]. We hope to see [your student, your family] there! To find out more about our school nutrition programs, go to [link]. .

Please contact me with any questions at [your work phone number] or email me at [work email address].

Sincerely,

[Your Name]

[Your Title]

[District Name]