

**Inviting Parents to Attend  
the Parent-Teacher Association Meeting  
— Invitation Letter — (Sample)**

Dear Parents,

**Invitation to the Establishment Meeting of the Parent-Teacher Association**

Our School has been strongly supported by parents since its establishment. This has facilitated our school's development and enabled it to gain a good reputation. I hereby express our deep gratitude to you.

Besides the good guidance of teachers, parental care is another key element in bringing up a child as the salt of the earth. Therefore, a number of parents who are enthusiastic about education have spent considerable effort in preparing for the establishment of the "Parent-Teacher Association" (PTA) of our School. The aim of the PTA is to help the development of our children through close home-school co-operation and excellent education services.

I hereby represent the "Preparatory Committee on the Establishment of Parent-Teacher Association" (Preparatory Committee) in inviting you to attend the PTA Establishment Meeting. We hope you could reserve your precious time to attend the meeting. The details of the meeting are as follows:

- Date: OOdayOOmonthOOOOyear (Weekday/Weekend)  
Time: OO to OOp.m.  
Place: The School Hall  
Agenda: (1) Introducing the mission of the PTA to be established  
(2) Introducing members of the Preparatory Committee of the PTA  
(3) Approving the establishing of the PTA  
(4) Adopting the Constitution  
(5) Electing executive committee members of the PTA  
(6) Any other business

You are kindly requested to fill in the reply slip and ask your child to hand it in to the class teacher on or before OOdayOOmonthOOOOyear. Thank you for your cooperation.

(Signature of Principal)

\_\_\_\_\_  
Name of Principal

OOdayOOmonthOOOOyear

Reply Slip ( Sample)

Dear Principal,

I am the parent of \_\_\_\_\_ of Class \_\_\_\_\_.  
(Name of student)

- I will attend the PTA Establishment Meeting on time.
- I regret that I will not be available to attend the PTA Establishment Meeting.
- I support the establishment of the PTA, and extend my thanks for the efforts made by the members of the Preparatory Committee.
- I oppose the establishment of the PTA because: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Yours faithfully,

Signature of Parent: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

(\*Please put a (✓) in the appropriate box.)