**From**

K. Vithusana.

T/Sri Shanmugam Hindu ladies’ college.

Vavuniya.

29/10/2024.

**To**

«Last\_Name» «First\_Name»

«Address\_Line\_1»

«City»

Dear sir/madam,

We are excited to invite you to our upcoming sports meet! The event will take place on **20th October 2023** at **School ground** starting at **9.00 am**. Our sports meet will feature various games and competitions showcasing the talent and enthusiasm of our participants.

Your presence would mean a lot to us and the participants. We believe your support will encourage these young athletes to perform their best. Please join us for a day of friendly competition and sportsmanship.

We look forward to seeing you there! Kindly RSVP by [RSVP deadline, usually a few days before the event] to confirm your attendance.

Best regards,

Principal.