Dear

**Re: Afternoon tea dance [insert date and time]**

On [insert date] [insert school name] is hosting an afternoon tea dance for grandparents, great-grandparents and older people in the wider community. The aim of the event is to welcome extended family members to engage with our school and to bring young and old together.

The event will be held at [insert address] and the afternoon will begin at [insert time] with 40 minutes of dancing, following by a 40-minute break for refreshments, then another 40 minutes of dancing.

Don’t worry if you’ve never danced before, [insert name of dance organisation] will guide you through the basic steps and you certainly won’t be alone. Or if you just want to sit back and enjoy watching others dance, that’s fine too!

We are thrilled to be able to offer tickets to this event free of charge, thanks to the generous support of local businesses: [insert details of donors/sponsors].

[insert number] student volunteers will be waiting on tables to take drinks orders and serve sandwiches, cakes and refreshments.

Spaces for this event are limited, so if you would like to book a free ticket (or two), please email [insert email address] or call [insert phone number] with the number of tickets required and the names of those attending.

We hope to see you on [insert date].

Yours faithfully

[insert name and position in school]