**[School Address] [Date]**

**[School contact number]**

Dear **[name]**

We would like to thank you most sincerely for your donation towards our parent programme this year. We are very grateful to you for your support as we work for the improvement of literacy at our school and in our communities.

We would be honoured if you would join us at the Home-School Partnerships certification ceremony that we will hold for parents who complete the course. Perhaps you would be prepared to say a few words to congratulate these graduates. We know it would mean a great deal to them.

The event will be held in **[venue]** on **[date}** at **[time].**

We look forward to hearing from you.

Yours sincerely

**[Add name]**

**[Add phone number]**

**[Add email]**