To

[The Recipient Name]

**Subject: Letter to parents announcing upcoming sports festival in school**

Respected parents,

Keeping its beautiful tradition alive, the management of Lincoln's college has decided to observe the first seven days of November as sports week. For this purpose, a splendid sports festival is being organized. This is the right time to celebrate such a festival because students will be feeling exhausted after taking their exams. In this way, they would get a lot of relief after being pinched by a hectic study routine.

Through this letter, college management invites all the parents to attend the sports festival 202X. You know this splendid event is celebrated only once a year. Please put all your worries aside, cheer up the performance of your children and cherish each and every moment of this colorful event in a blissful way.

Students can participate in 20 different games which will be played during this sports festival. All parents are hereby requested to encourage their children and ensure their participation. This event is going to be a part of your memory because it is being marked by the presence of many athletes who have been invited from all parts of the country. You will feel even more excited to find them between yourselves.

Another exciting element of the current sports festival is that an exhibition match will be played between the teachers' XI and the students XI on the third day. Keeping in view the weather conditions and extremely busy schedule of the event, lunch and drinks will also be served to all participants and parents.

A detailed schedule containing information about the time and venue of all competitions is also attached to this letter. Please grace the event through your participation and make sure that your child comes in a unique dress and follows the protocol which has been prescribed for each game. All parents are expected to attend the said sports festival with zeal and zest.

Prescribed uniforms can be had from college cooperative stores at affordable prices. If you have any query in your mind, please contact directorate of sports during office hours.

Regards.

[ADDRESS]  
[COMPANY]