[SCHOOL name]

[SCHOOL ADDRESS]

[date]

Dear Students and Families, [change this based on whom you’re sending it to — school board, community leaders, etc.]

The administration and staff of [high school name] invite you to Decision Day on [date] from [time] to celebrate the Senior Class of 2018 and the plans they have made for the future .

Decision Day events are held across the country to recognize seniors’ plans to continue their education or enter the military.

[Insert information about all activities leading up to and during Decision Day. Include speakers, games, prizes food, etc. Parking information and/or visitor pass if necessary] All graduating seniors are encouraged to attend and wear a T-shirt from the college they plan to attend, if possible.

Parents, school administrators, teachers, staff and community members are invited to join the celebration. To RSVP [insert information]

We are extremely proud of our senior class and hope you will join us in celebration. We look forward to seeing you on [event date].

Sincerely,

[SCHOOL COUNSELOR/PRINCIPAL/SITE COORDINATOR]