

Sample Letter to Invite Organizations



*Use the school's stationary with the letterhead



[DATE]

[ORGANIZATION]
[ADDRESS]

Dear [CONTACT PERSON],

On behalf of [INSERT NAME OF SCHOOL] I would like to invite [NAME OF INDIVIDUAL OR MEMBERS OF ORGANIZATION] to come to our Bike Rodeo. Bike Rodeos are a great way to offer kids a chance to try out their cycling skills and learn how to ride safely. They are a unique, hands-on, educational event in which participants will learn about cycling techniques, obeying traffic signals, and the laws of road use.

You can participate by:

- Attending the event
- Hosting an information booth, session or station
- Volunteering before, during or after the event

Our Bike Rodeo will take place at [INSERT LOCATION OF THE EVENT] from [INSERT DATES OF THE EVENT].

We hope you will be able to attend. Please confirm your attendance by phoning the school or by email:

Phone Number:

Email:

Yours sincerely,

[PRINCIPAL]