[Insert school address here] [Insert school logo here]

[Insert date here]

Dear [parent name / member of the community],

Our school is taking part in the Communication Commitment, working to improve our focus on communication across the whole school. As part of our Commitment we would like to invite you to come to our school and be interviewed by our pupils. We're eager for our pupils to develop their understanding of what you do and how you value the importance of good communication skills. This is also an opportunity for them to develop their own communication skills and experience what an interview situation might be like – but be the ones holding the interview!

When: [Insert time and date here]
Location: [Insert school address here]

You'll be interviewed by [insert number of pupils here] and will be asked [insert number of questions here].

We very much look forward to meeting you on the day and know it'll be a worthwhile and valuable experience for our pupils.

Please let us know if you're able to attend by contacting [insert name and contact details of person organising] by [give a date when their RSVP is due].

Kind regards,

[Insert signature and name]