**[School letterhead]**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

You are invited to our Bird Conference at \_\_\_\_\_ [time] on \_\_\_\_\_\_\_\_\_ [day and date].

I will be giving a talk about the life cycle of the \_\_\_\_\_\_\_\_\_\_\_, a bird we saw on our walk at \_\_\_\_\_\_\_\_\_\_\_\_\_.

Please let us know if you can come.

From

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [student name]

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

I, \_\_\_\_\_\_\_\_\_, will/will not be attending the Year 2\_\_ Bird Conference on \_\_\_\_\_\_\_\_\_ [day and date].

Signature: \_\_\_\_\_\_\_\_\_\_\_\_