**[School letterhead]**

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

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

I will be presenting the results of my research into a common urban bird, the \_\_\_\_\_\_\_\_\_\_\_. We often see it at school or at home because it has successfully adapted to our urban environment.

Please let us know if you can come.

From

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

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

I, \_\_\_\_\_\_\_\_\_, will/will not be attending the Year 5\_\_ Bird Conference on \_\_\_\_\_\_\_\_\_ [day and date].

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