

Dear [Parents/Guardians],

We hope this message finds you well. We are writing to inform you of important updates to our academic calendar for the upcoming school year.

Key Dates:

- **First Day of School:** [Date]
- **Thanksgiving Break:** [Dates]
- **Winter Break:** [Dates]
- **Spring Break:** [Dates]
- **Last Day of School:** [Date]

Please feel free to reach out if you have any questions or require further information. Thank you for your continued support.

Sincerely,
[Your Name]
[Your Position]
[School Name]