

Private School Holiday Observance Notice

Date: [Insert Date]

Dear Parents and Guardians,

We hope this message finds you well. We would like to inform you that our school will be observing the following holidays:

- Thanksgiving Break: [Insert Dates]
- Winter Recess: [Insert Dates]
- Spring Break: [Insert Dates]

Please make the necessary arrangements for your child's attendance. We appreciate your understanding and cooperation.

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]