

Dear Parents and Guardians,

We hope this message finds you well. Due to the severe weather conditions forecasted for our area, we have made the decision to close the school on **[Date]**. The safety of our students and staff is our top priority.

All after-school activities and events scheduled for this date are also cancelled.

We will continue to monitor the situation and will provide updates as necessary. Please check our website and your email for further announcements.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]