

Important Notice: School Closure

Date: [Insert Date]

Dear Parents and Guardians,

We hope this message finds you well. Due to adverse weather conditions, we regret to inform you that [School Name] will be closed on [Insert Closure Date].

The safety of our students and staff is our top priority, and we believe that this decision is necessary to ensure everyone's well-being. We encourage you to stay safe and monitor local weather updates.

Classes will resume on [Insert Date of Resumption], pending weather conditions. We will keep you updated if any further changes are necessary.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]