

Important Notice: School Closure

Date: [Insert Date]

Dear Parents and Guardians,

We wish to inform you that due to inclement weather conditions, [School Name] will be closed on [Insert Date]. The safety of our students and staff is our top priority, and we believe this action is necessary to ensure everyone's well-being.

Please stay tuned for updates regarding the resumption of classes. We appreciate your understanding and support during this time.

If you have any questions or concerns, feel free to contact the school office.

Thank you for your cooperation.

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]