

Letter of Notification

Date: [Insert Date]

Dear [Parents/Guardians],

We hope this message finds you and your families safe. Due to the severe storm conditions forecasted for our area, [School Name] will be closed from [Start Date] to [End Date]. The safety of our students and staff is our utmost priority.

We encourage everyone to stay informed by monitoring local news and weather updates. Please ensure that your family has a safety plan in place during this time.

We appreciate your understanding and cooperation. Please feel free to reach out to the school office at [School Phone Number] or [School Email Address] if you have any questions or concerns.

Thank you for your support.

Sincerely,

[Your Name]

[Your Title]

[School Name]