

Dear Parents and Students,

We hope this message finds you well. We are writing to inform you about a revised schedule for the upcoming school term.

After careful consideration, we have made adjustments to the timetable to better accommodate our students' needs. The new schedule will be effective from **[Start Date]**.

Revised School Schedule:

- Monday: 8:00 AM - 3:00 PM
- Tuesday: 8:00 AM - 3:00 PM
- Wednesday: 8:00 AM - 2:00 PM
- Thursday: 8:00 AM - 3:00 PM
- Friday: 8:00 AM - 1:00 PM

We understand that changes can be challenging, and we appreciate your understanding and support. Please feel free to reach out to the school office if you have any questions or concerns.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[School Name]