

Notification of Postponed School Event

Dear Parents and Students,

We hope this message finds you well. We are writing to inform you that the **[Event Name]**, originally scheduled for **[Original Date]**, has been postponed due to **[Reason for Postponement]**.

The new date for the event is **[New Date]**. We apologize for any inconvenience this may cause and appreciate your understanding.

Please feel free to reach out if you have any questions or concerns.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]