

Dear Alumni,

We hope this message finds you well. We are reaching out to inform you about recent revisions to our school policies that may be of interest to you.

Policy Revision Details:

- **Policy Name:** Attendance Policy
- **Effective Date:** January 1, 2024
- **Key Changes:**
 - Increased flexibility for remote attendance options.
 - Introduction of a new grading system based on class participation.

How It Affects You:

As valued alumni, understanding these changes will help you better support our current students and the school community. We encourage you to stay engaged and share your insights.

Feedback:

If you have any questions or feedback regarding the revised policies, please do not hesitate to reach out to us at info@school.edu.

Thank you for your continued support!

Sincerely,
The Administration Team
Your School Name