

# School Closure Notice

Date: [Insert Date]

Dear Parents and Guardians,

We are writing to inform you of the critical situation that has led to the temporary closure of [School Name]. Due to [reason for closure, e.g., severe weather conditions, public health concerns], we have made the difficult decision to suspend all school activities effective immediately.

All students are advised to stay home during this period. We are closely monitoring the situation and will keep you informed of any updates regarding the reopening of the school.

We understand the impact this may have on your family, and we appreciate your support and understanding during these challenging times. Please ensure that your child continues to engage with their studies remotely through [provide details on online resources or platforms].

For any questions or concerns, please do not hesitate to contact our administration office at [contact information]. Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Title]

[School Name]