

Important Notice: School Closure

Dear Parents and Guardians,

We hope this message finds you well. We are writing to inform you that due to unforeseen circumstances, our school will be closed effective immediately.

The safety and well-being of our students and staff is our top priority. We will continue to monitor the situation closely and will provide updates as necessary.

Please ensure that your children are safe at home during this period. We appreciate your understanding and cooperation.

If you have any questions, please do not hesitate to contact our administrative office.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]