

Emergency Notice

Date: [Insert Date]

Dear Parents and Guardians,

We are writing to inform you that due to [reason for shutdown, e.g., severe weather conditions, maintenance issues], [School Name] will be closed on [insert date]. The safety of our students and staff is our top priority.

We appreciate your understanding and support during this time. Updates will be provided via [insert communication methods, e.g., email, school website].

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]