

Dear Parents and Guardians,

We hope this message finds you well. The safety and well-being of our students and staff remain our top priority.

In light of recent developments regarding the health situation in our community, we have made the decision to close the school as a precautionary measure. This closure will take effect from **[start date]** and will remain in place until **[end date]**.

During this time, all classes will transition to remote learning, and teachers will be in contact with students regarding their assignments and schedules.

We understand that this may cause inconvenience and we appreciate your understanding and cooperation during this time. We will keep you updated with any new information as it becomes available.

Thank you for your support in keeping our school community safe.

Sincerely,

[Your Name]
[Your Title]
[School Name]