

Notice of Unanticipated School Closure

Date: [Insert Date]

Dear Parents and Guardians,

We regret to inform you that due to [insert reason: e.g., severe weather, health concern, etc.], [School Name] will be closed on [insert date]. This decision was made to ensure the safety and well-being of our students and staff.

We understand that this may cause inconvenience and appreciate your understanding as we prioritize safety.

Please monitor your email and our school website for further updates and additional information regarding the reopening of school.

If you have any questions or concerns, please feel free to contact the school office.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]