

School Closure Advisory

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 on **[Date]**. This decision has been made in the best interest of the safety and well-being of our students and staff.

Classes will resume on **[Date of Resumption]**, and we will keep you updated on any further developments. Please ensure that your child completes their assignments during this closure, and feel free to reach out to teachers via email for any assistance.

Thank you for your understanding and cooperation during this unexpected situation.

Best regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]