

Urgent Notification

Date: [Insert Date]

Dear Parents and Guardians,

We are writing to inform you of an urgent decision regarding the closure of [School Name]. Due to [reason for closure, e.g., severe weather conditions, maintenance issues, health concerns], the school will be closed on [insert dates].

We understand that this may cause inconvenience, but the safety and well-being of our students and staff is our top priority. Classes will resume on [insert date]. Please ensure that your child is aware of this closure.

For updates, please check our school website or follow us on our social media channels.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]