

# Academic Break Notification

Dear Students,

We hope this message finds you well. We would like to inform you about the upcoming academic break scheduled for **[Start Date]** to **[End Date]**.

During this period, all classes will be suspended, and university facilities may have limited hours. We encourage you to use this time to relax, recharge, and prepare for the upcoming semester.

Please take note of any important deadlines that may fall within this break and plan accordingly.

Thank you for your attention, and we wish you a restful break!

Sincerely,  
[Your University Name]  
[Your Department/Office Name]