

Class Cancellation Notice

Dear Students and Parents,

We hope this message finds you well. We are writing to inform you that due to the upcoming Spring Break, all classes scheduled for the week of [insert dates] will be canceled.

Classes will resume on [insert date]. We encourage our students to take this time to relax and recharge, and we look forward to seeing everyone back in class, ready to learn.

If you have any questions or concerns, please do not hesitate to reach out to us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]