

Dear Parents and Guardians,

We hope this message finds you and your family in good health. As we prepare for the upcoming school year, we are excited to announce the transition to remote learning for all students starting from **[start date]**.

The decision to shift to remote learning is in the best interest of our students' safety and wellbeing. Our teaching staff has been diligently preparing to provide an engaging and comprehensive virtual learning experience.

Key Information:

- **Remote Learning Schedule:** Classes will be held from **[start time]** to **[end time]**.
- **Platform:** We will be using **[platform name]** for all classes and assignments.
- **Materials:** Students will need access to a computer or tablet and a stable internet connection.

We understand that this transition may bring challenges, but we are committed to supporting our students and families throughout this process. Further details regarding technology support and access to resources will be communicated shortly.

We appreciate your understanding and cooperation during this time. If you have any questions or concerns, please do not hesitate to reach out.

Sincerely,
[Your Name]
[Your Position]
[School Name]
[Contact Information]