

Dear School Board Members,

We hope this letter finds you well. We are writing to inform you about our plans for the upcoming school year as we prepare for the reopening of our school.

After carefully reviewing the latest health guidelines and considering the safety of our students, staff, and community, we have developed a comprehensive plan to ensure a safe return to in-person learning.

Key Details of Our Reopening Plan:

- **Start Date:** September 1, 2023
- **Health Protocols:** Mandatory masks, social distancing, and regular sanitization.
- **Hybrid Learning Option:** Available for families who prefer remote learning.
- **Communication:** Weekly updates will be sent to keep everyone informed.

We appreciate your ongoing support and collaboration as we navigate these challenges together. Please feel free to reach out with any questions or concerns.

Thank you for your attention and support.

Sincerely,

[Your Name]

[Your Position]

[School Name]