

# Advisory for Temporary Road Closure

Date: [Insert Date]

To: All Students, Faculty, and Staff

Dear Campus Community,

We would like to inform you that due to [reason for closure, e.g., construction, maintenance], there will be a temporary road closure on campus. The affected area will be [specify the location, e.g., the main entrance, Library Drive].

Closure Dates: [Insert start date] to [Insert end date]

During this time, alternative routes have been established. We encourage everyone to plan accordingly and allow for extra travel time. Please follow the signage and directives from campus security to ensure safety and efficiency.

We appreciate your understanding and cooperation during this necessary work. If you have any questions or concerns, please do not hesitate to contact [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[University/College Name]