

Notice of Road Access Interruption

Date: [Insert Date]

Dear Students, Faculty, and Staff,

We would like to inform you that there will be an interruption in road access on campus due to [reason, e.g., construction, maintenance, etc.]. The affected area will be [specify location] and the interruption is scheduled to begin on [start date] and will last until [end date].

During this time, access to the area will be limited, and we kindly ask you to plan your routes accordingly. Detour signs will be posted to assist with navigation around the affected area. We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our campus facilities.

If you have any questions or require further assistance, please contact [contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[University/College Name]