

Notification of Campus Access Road Closure

Date: [Insert Date]

Dear Students, Faculty, and Staff,

We would like to inform you that the access road to our campus will be officially closed starting from [Start Date] to [End Date] due to [reason for closure, e.g., construction, maintenance, etc.].

During this period, we kindly ask you to use alternative routes for access to the campus. Signs will be posted to guide you on the detour paths. We apologize for any inconvenience this may cause and appreciate your understanding as we work to enhance our campus facilities.

If you have any questions or concerns, please contact [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]