

Notice of Extended School Closure

Date: [Insert Date]

Dear Parents and Guardians,

We hope this message finds you well. We regret to inform you that due to unforeseen circumstances beyond our control, [School Name] will remain closed for an extended period of time.

We understand that this may cause disruptions to your family's routine, and we appreciate your patience and understanding during this challenging time. The safety and well-being of our students and staff is our top priority.

We will continue to provide updates as we assess the situation and work towards a plan for reopening. Please ensure you check your email regularly for any new information.

If you have any questions or need further assistance, do not hesitate to reach out to our administration team at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[School Name]