

# Notice of School Closure

Date: [Insert Date]

Dear Parents and Guardians,

We hope this message finds you well. Due to inclement weather conditions, we have made the decision to close [School Name] on [date of closure]. The safety and wellbeing of our students and staff is our top priority.

Classes will resume on [date of resumption], weather permitting. Please check your email and our school website for any updates.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]