

Important Announcement: School Closure

Dear Parents and Guardians,

We hope this message finds you well. Due to public health concerns related to [specific health issue, e.g., infectious disease outbreak], we have made the difficult decision to close [School Name] temporarily. This is in alignment with guidance from local health authorities to ensure the safety and well-being of our students, staff, and community.

The closure will take effect on [start date] and will remain in place until [end date or "further notice"]. During this time, we encourage you to take precautions to protect your family's health.

We are committed to keeping you informed and will provide updates as we receive new information. Please check your email and our school website for further announcements.

Thank you for your understanding and cooperation during this challenging time.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]