

Notice of Temporary School Closure

Date: [Insert Date]

Dear Parents and Guardians,

We would like to inform you that [School Name] will be temporarily closed for maintenance from [Start Date] to [End Date]. This closure is necessary to ensure the safety and comfort of our students and staff.

During this period, we will be conducting essential maintenance work to improve our facilities. Regular classes will resume on [Resume Date].

We appreciate your understanding and cooperation as we work to enhance the learning environment for all our students.

If you have any questions or concerns, please feel free to contact the school office at [Contact Information].

Thank you for your support.

Sincerely,

[Your Name]

[Your Position]

[School Name]