

Dear Parents and Guardians,

We hope this message finds you well. We are writing to inform you that due to unforeseen circumstances, our school will be closed for the day.

Reason for Closure: [Brief explanation of the emergency, e.g., severe weather, power outage, etc.]

We understand that this may cause inconvenience, and we are committed to ensuring the safety of our students and staff. Please keep your children safe at home during this time.

We will provide updates as soon as we have more information regarding the reopening of the school. Please check our website or your email regularly for updates.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]