

# Notification of Changes in Student Pick-Up/Drop-Off

Dear Parents and Guardians,

We hope this message finds you well. We are writing to inform you of some important changes regarding the pick-up and drop-off procedures for our students, effective [effective date].

Due to [reason for changes], the following new procedures will be implemented:

- Pick-Up Location: [New pick-up location]
- Drop-Off Time: [New drop-off time]
- Additional Instructions: [Any additional instructions]

Please ensure that you adhere to the new procedures to facilitate a smooth transition and ensure the safety of all students.

If you have any questions or concerns, feel free to contact us at [contact information].

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[School Name]