

Dear Guardians,

We hope this message finds you well. We are writing to inform you of some important adjustments regarding family conditions that may affect your child.

As you may be aware, due to recent developments, we have made the decision to implement the following changes:

- Change in school hours: Starting from next week, the school hours will be adjusted to 8:30 AM - 3:00 PM.
- Updated extracurricular activities schedule: The new schedule will be distributed during the first week of the month.
- Support services: We are enhancing our support services to assist families during this transition.

We understand that these changes may require some adjustments on your part. Our team is here to support you and your child through this process.

Please feel free to reach out if you have any questions or concerns.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[School/Organization Name]

[Contact Information]