

Dear Parents/Guardians,

We hope this message finds you well. We are writing to inform you that our school will be conducting a lockdown drill on **[Date]** at **[Time]**. This drill is an important safety measure to ensure that our students and staff know how to respond in case of an emergency.

Please reassure your child that this is just a drill and there is no cause for alarm. The safety and security of our students are our top priorities.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]