

[Your School's Letterhead]

[Date]

Dear Students,

Subject: Important Announcement

We hope this message finds you well. We would like to inform you about [briefly state the purpose of the announcement, e.g., an upcoming event, change in schedule, etc.].

Details of the announcement are as follows:

- ****Event/Change:**** [Specify the event or change]
- ****Date:**** [Date of the event or change]
- ****Time:**** [Time, if applicable]
- ****Location:**** [Location, if applicable]

We encourage all students to [mention any call to action, e.g., participate, attend, etc.]. Your involvement is greatly appreciated!

If you have any questions, please feel free to reach out to [contact person or office] at [contact information].

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[School Name]