

[Your School District Letterhead]

[Date]

[Recipient Name]

[Title]

[School or District Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: [Brief Subject of the Notification]

We are writing to inform you about [specific information, event, or change]. This notification is important as it relates to [relevant details or implications].

[Include any necessary details, dates, and actions required.]

Please do not hesitate to reach out if you have any questions or need further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your School District]

[Contact Information]