

[Your School's Letterhead]

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

Dear [Parent/Guardian Name],

Subject: Emergency Notification

We hope this message finds you well. This letter serves as an important communication regarding potential emergency situations that may affect our school community.

In the event of an emergency, we want to ensure that you are informed and prepared. Please note the following procedures:

1. ****Emergency Contact****: Ensure that your contact information is up-to-date in our records.

2. ****Notification System****: We will use [notification system/platform, e.g., email, text messages, phone calls] to inform you promptly of any emergencies.

3. ****Emergency Drills****: Regular drills will be conducted to ensure that students are familiar with evacuation procedures.

4. ****Emergency Resources****: We encourage you to familiarize yourself with the emergency resources available on our website at [website link].

5. ****Communication****: In the event of a significant emergency, updates will be provided on our [website/social media/etc.].

We appreciate your support in keeping our school community safe. Should you have any questions or concerns, please do not hesitate to reach out to us at [school phone number] or [school email address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Phone Number]

[School Email Address]

[Optional: School Logo]