

[School Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of School Closure

We are writing to inform you that [School Name] will be closed effective [Start Date] due to [reason for closure, e.g., severe weather conditions, maintenance requirements, public health concerns].

All classes will be suspended during this period, and we expect to resume regular operations on [Expected Reopening Date]. We understand the impact this may have on our students and families, and we are committed to keeping everyone updated throughout this process.

Please check our website [insert website link] or contact the school office at [phone number] for further updates and information on alternative arrangements.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]