

[Your School Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[School District/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Queensland School Policy Update

We hope this letter finds you well. We wish to inform you of important updates regarding our school policies that will take effect in the upcoming academic year.

[Briefly outline the key updates and changes to the policy, including any new regulations, procedures, or guidelines.]

These updates are designed to enhance our commitment to providing a safe and supportive learning environment for all students. We believe that these changes will contribute positively to the academic and social experience of our students.

For your reference, a detailed document outlining the updated policies is attached. We encourage you to review this information thoroughly and feel free to reach out if you have any questions or require further clarification.

Thank you for your attention to these updates and for your continued support of our school community.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]