Sample Letter - Acknowledgement of Incident-Temporary Interruption to the School Day

Dear Parents:

I want to share with you information about an event that has affected our school. I am sending you this letter to give you the facts and to assure you that we (are addressing/have addressed) this incident.

(Provide details and school’s response as appropriate.)

Although the school day was interrupted for a short time while (describe action taken), classes resumed as soon as (describe action taken and reassure parents of the safety of their children).

If you have further questions, please call the school at (telephone number). We will make every effort to answer your questions as quickly and accurately as possible.

Sincerely,

Principal

XXX:xxx