

Institution-wide cancellation notice

Subject: Cancellation of Classes “ [Date]

Dear Faculty, Staff, and Students,

Please be advised that all classes scheduled for [Date] have been cancelled due to [Reason, e.g., weather conditions, public holiday, emergency situation]. Regular schedules will resume on [Next Date].

We request everyone to stay informed through official school channels for further announcements.

Sincerely,

[School Administration]

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