

Extended cancellation period notice

Subject: Important: Multiple Class Cancellations - [Course Name]

Dear Students,

I need to inform you that classes will be cancelled for the week of [Dates] due to [Reason - surgery/extended illness/family matter].

To ensure you don't fall behind:

- Complete readings for Chapters [X-Y]
- Watch the recorded lectures I've posted online
- Work on your midterm projects
- Form study groups to discuss the material

I've arranged for [TA Name/Colleague] to hold office hours during my absence on [Day] from [Time] in [Location].

Classes will resume on [Date]. Please email me if you have concerns about how this affects your academic progress.

Best wishes,

Professor [Name]

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