Dear Parents/Guardians and Students:

Please read the press release issued by Chief [name] of the [town] Police Department relative to an overnight break-in at {name of} School on [date]. In his press release, Chief [name] states the procedures that were utilized during this incident.

Students were not in session on [date], and teachers were at another school building for professional development. At about 11:30 a.m. the building was reopened by the [town] Police and administrative personnel returned to the building for the remainder of the workday.

Classes are scheduled for [day and date]

Any person with information regarding this matter is asked to contact the [name of] school at phone number] or the [town] Police Department at [phone number].

Thank you.