Dear Parent/Guardian:

Your child is bringing this letter home to inform you of a situation that arose at the [Name] School today [Day/Date].

Due to the large amount of snow that has recently fallen, the [City/Town] Fire Department performed an inspection of all school buildings to insure that the roofs were structurally sound. During that inspection and subsequent safety determination, all students and staff on the third floor of all schools were relocated to other classrooms within each school. No one was injured, and all students were able to complete a full day of classes and instruction. District and School Administrators acted in cooperation with the [City/Town] Fire Department, [City/Town] Facilities Department and the [City/Town] Police Department who acted decisively and appropriately.

At this time we anticipate that classes will be held on [Day/Date], as scheduled.

Very truly yours,