Dear Parents/Guardian,

Your child is bringing this letter home to inform you of an incident in the school yard before the [summer] school session at the [Name] School this morning.

Three students were involved with a toy weapon. No one was injured, and all students were able to complete a full morning of classes and instruction. Building administration acted immediately, and notified the [City/Town] Police Department, who responded immediately to the school.

We encourage you to take this opportunity to speak with your child about safety issues and good decision making.

[Summer] school sessions will continue as scheduled for the rest of this week and next. Thank you for your assistance with this matter.

Very truly yours,