

Sample Letter – Acknowledgement of Incident – No Interruption to the School Day:

Day:

Dear Parents:

I want to share with you information about an event that has affected our school. I am sending you this letter to give you the facts and to assure you that we are addressing this incident.

(Describe incident and the school's response, as appropriate.)

There was no interruption to our school day as a result of this event. If you have further questions, please call the school at *(telephone number)*.

Sincerely,

(Principal's name)