

ARSON

Dear Parents,

(State purpose of letter)

This letter is to inform you about a case of arson that occurred at school yesterday. Our school is committed to the safety and education of all our students. We also want to clearly communicate with parents about safety issues when they arise.

(Describe the situation)

Yesterday afternoon, a fire was detected in the building. The superintendent's office and department were notified immediately. As we have practiced throughout, the students evacuated the building in an orderly and timely fashion. The police and fire departments are investigating the cause of the fire.

(Describe what was done.)

Until the investigation is completed, no unescorted students will be allowed to use the restrooms at school.

(Describe what parents can do.)

Please discuss this situation with your children. If they know anything about this event, please notify the school immediately.

(Close letter)

Please feel free to call me at 555-5555 or email me at principal@school.edu if you have any questions or concerns.

Sincerely,