

Official Letterhead Here

COVID-19

VPK SAMPLE CLOSURE LETTER

March 18, 2020

ELC of IRMO
10 SE Central Parkway, Suite 200
Stuart, FL 34994

Dear Coalition:

I am writing this letter to advise that _____ has elected to temporarily close. Our site will be closed from _____ to _____. We will notify the coalition if the site chooses to restore VPK days to compensate for temporary closure or in any additional closure days are needed.

State Nature of emergency

Thank you for the support your office continues to provide through this challenging time. Please, feel free to contact our center if any further information is needed.

Sincerely,

Center Staff or Owner

My Provider Center
123 Sesame Street
Rainbow, FL 12345