(Date)

Dear Parent,

Our college (state name here) has been functioning for (state years) now. We are proud of the students who have graduated from here and are excited for new incoming ones as well. We look forward to an amazing start for our college where we hope to grow and continue to give students a strong foundation.

The (state college name) Board is aiming to relocate the college after carrying out extensive analysis. The recommendation has been considered in several meetings.

Our community wants to develop a fresh and new location for our college. We hope that our decision will not cause any inconvenience to anyone.

Yours Sincerely,

(Your Name)

(Position)