**Public Notice Example**

XYZ SCHOOL, Mumbai,
**NOTICE,**

1st November, 20XX

Cheer UP!

It’s to notify that our school is hosting a tournament of volleyball. The event will start on 1st December and will end on 5th December. The time duration will be from 8:am to 1:00 pm. It is requested that students must come and cheer their favorite teams.

Signature,
Laxman,
*Sports Secretary.*