Notice writing samples (4 samples)

Free from angrezo.com. Print it, share it, no sign-up.

A notice is a short, formal announcement put up on a school, college, or society noticeboard. Indian board exams require a neat boxed layout and a crisp body of 50 to 80 words.

Format

1. Name of the institution or organisation (in capital letters, with city)
2. The word NOTICE (in capital letters)
3. Date of issue on the left (e.g., 23 November 2026)
4. Heading or topic (short, clear, in capital letters)
5. Body (50–80 words covering what, when, where, who, and contact details)
6. Full name of the issuer
7. Designation of the issuer (e.g., Principal, Secretary, Quiz Club)
8. Draw a neat rectangular box around the complete notice on your exam sheet

Samples

Notice for an inter-school quiz competition

SHIVALIK PUBLIC SCHOOL, CHANDIGARH
NOTICE

23 November 2026

INTER-SCHOOL QUIZ COMPETITION

This is to inform students of Classes IX to XII that the school is hosting the Annual Inter-School General Knowledge Quiz on Saturday, 12 December 2026 from 10:00 a.m. to 1:00 p.m. in the School Auditorium. Two teams of two students each will represent our school. A preliminary selection round will be held on 2 December 2026 in Room 14. Interested students should register their names with the undersigned by 30 November 2026.

Tanvi Kapoor
Secretary, Quiz Club

Lost notice for a steel water bottle

GREENFIELD ACADEMY, INDORE
NOTICE

25 November 2026

LOST – STEEL WATER BOTTLE

A dark-blue 750 ml insulated stainless-steel water bottle was lost on Tuesday, 24 November 2026 during the lunch break near the basketball court. The bottle has a silver screw cap and a small white name label on the lower side. Anyone who finds it is kindly requested to return it to the undersigned or deposit it at the school reception desk. A small treat from the school canteen awaits the finder.

Devika Rao
Class IX-C, Roll No. 22

Notice for a blood donation camp in a housing society

GULMOHAR RESIDENTS' WELFARE ASSOCIATION, PUNE
NOTICE

22 November 2026

BLOOD DONATION CAMP

All residents are informed that the RWA, in collaboration with Sahyadri Voluntary Blood Centre, is organising a Blood Donation Camp on Sunday, 6 December 2026 from 9:00 a.m. to 2:00 p.m. at the Society Community Hall. Healthy residents aged 18 to 60 years are encouraged to donate blood and support this noble cause. Light refreshments and donor certificates will be provided. Kindly register at the RWA office by 4 December 2026.

Harish Kulkarni
Secretary, Gulmohar RWA

Notice about change in school timings for winter

NALANDA MODEL SENIOR SECONDARY SCHOOL, PATNA
NOTICE

27 November 2026

CHANGE IN SCHOOL TIMINGS FOR WINTER

This is to inform all students, parents, and staff that owing to falling morning temperatures and dense fog, school timings will change with effect from Tuesday, 1 December 2026 until further notice. Classes will now be held from 8:30 a.m. to 2:30 p.m. instead of 7:45 a.m. to 1:45 p.m. All school buses will ply 45 minutes later than usual on every route. Students are advised to wear full winter uniform and arrive on time.

Dr. Meenakshi Sinha
Principal

Tips

• Always enclose the entire notice inside a neat box in exams; layout carries separate marks.

• Keep the body strictly between 50 and 80 words; crossing the word limit can cost marks.

• Use formal third-person wording and avoid 'I' or 'you' except when clearly needed in a lost-and-found notice.

• Verify that date, time, venue, eligibility, and contact instructions are all included.

• Write the institution name, the word NOTICE, and the heading in capital letters.