

Security Concern Alert

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Security Concern Notification

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your immediate attention a security concern that has arisen in our facility.

Details of the concern are as follows:

- **Concern Description:** [Description of the security issue]
- **Date of Occurrence:** [Date]
- **Location:** [Location]
- **Immediate Actions Taken:** [Actions taken to address the issue]

Please advise on the necessary procedures to escalate this issue and ensure the safety of our staff and assets.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]