

# Restricted Entry Policy for Secure Buildings

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Organization Name]

[Insert Organization Address]

Dear [Recipient's Name],

We are writing to inform you about the Restricted Entry Policy implemented in our secure buildings. This policy is designed to ensure the safety and security of all personnel and visitors.

## Policy Overview

Access to secure areas is limited to authorized personnel only. All visitors must check in at the front desk and present valid identification. Escorting of visitors by authorized personnel is mandatory at all times.

## Access Procedures

1. Authorized personnel must display their ID badges at all times.
2. All visitors are required to sign in and out.
3. Access will be denied to individuals not on the approved visitor list.

We appreciate your cooperation in adhering to this policy, which is crucial for maintaining a safe and secure environment. Please feel free to reach out should you have any questions or concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]