

# Notice of Security Requirements for Upcoming Charity Event

Date: [Insert Date]

Dear [Recipient's Name],

We are reaching out to inform you about the security requirements for the [Name of Charity Event] scheduled for [Date of Event] at [Venue]. To ensure the safety and success of this event, we kindly ask for your cooperation in adhering to the following security measures:

- All attendees must present a valid ID upon entry.
- Bag checks will be conducted at all entrances; please limit items brought to the event.
- Security personnel will be present throughout the venue to assist and ensure safety.
- Emergency exits will be clearly marked; please familiarize yourself with their locations.

Your understanding and cooperation are greatly appreciated as we strive to create a secure environment for all participants. Should you have any questions or concerns regarding these requirements, please feel free to contact us at [Contact Information].

Thank you for your support and we look forward to seeing you at the event!

Sincerely,

[Your Name]

[Your Position]

[Charity Organization Name]