

# Attendance Safety Regulations for Public Events

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Sender Name]

Subject: Attendance Safety Regulations

Dear [Recipient Name],

As we prepare for the upcoming event titled "[Event Name]," we want to ensure the safety and well-being of all attendees. Please find below the safety regulations that must be adhered to for a safe experience:

- All attendees must wear face masks at all times.
- Social distancing of at least 6 feet must be maintained.
- Hand sanitizing stations will be available throughout the venue.
- Temperature checks will be conducted at entry points.
- In case of illness, please refrain from attending and notify event management.

We appreciate your cooperation in following these regulations to help us create a safe environment for everyone. Should you have any questions or concerns, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Sender Name]

[Sender Position]

[Organization Name]

[Contact Information]