

# Urgent Notice: Security Protocol Modification

Date: [Insert Date]

To: [Insert Recipient's Name and Position]

From: [Insert Your Name and Position]

Dear [Recipient's Name],

In light of the recent incident that occurred on [insert date of incident], we must implement immediate modifications to our current security protocols to ensure the safety and security of our personnel and assets.

## New Security Protocols:

- Increased surveillance hours from [start time] to [end time].
- Mandatory identification checks at all entry points.
- Enhanced training for all staff regarding emergency procedures.
- Regular security audits to assess vulnerabilities.

These new measures will take effect starting [insert effective date]. Your cooperation and vigilance in adhering to these protocols are crucial in maintaining a safe environment for everyone.

If you have any questions or require further clarification, please do not hesitate to reach out to me directly.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]