

Campus Safety Incident Alert

Date: [Insert Date]

To: [Insert Recipient(s)]

Dear [Insert Recipient Name or Campus Community],

This is to inform you about a safety incident that occurred on [Insert Date/Time] at [Insert Location]. Our campus safety team responded promptly to the situation.

Details of the incident are as follows:

- Incident Type: [Insert Incident Type]
- Involved Parties: [Insert Information if Applicable]
- Description: [Provide a Brief Description of the Incident]

We want to assure you that the safety of our campus community is our top priority. The situation has been addressed and there is no current threat to your safety. We encourage everyone to remain vigilant and report any suspicious activity to campus security immediately.

If you have any questions or concerns, please do not hesitate to contact the campus safety office at [Insert Contact Information].

Thank you for your attention and cooperation.

Sincerely,
[Your Name]
[Your Title]
[Campus Safety Department]