

Campus Safety Warning Announcement

Date: [Insert Date]

To: [Campus Community/Specific Audience]

From: [Your Name/Department]

Subject: Safety Alert - [Brief Description of the Incident]

Dear [Campus Community/Specific Audience],

We are writing to inform you of a recent safety concern that has been reported on campus. [Briefly describe the incident or concern, including location and any relevant details.]

Your safety is our top priority. We urge everyone to stay vigilant and take the following precautions:

- Stay in well-lit areas at night.
- Travel in groups whenever possible.
- Report any suspicious activity to campus security immediately.
- Make use of campus safety resources such as escorts or emergency phones.

If you have any information related to this incident or have any concerns, please do not hesitate to contact [Campus Security Contact Information].

Thank you for your attention to this matter, and please take care to stay safe.

Sincerely,

[Your Name]

[Your Position]

[Department/Office]