

# Urgent Campus Safety Notification

Date: [Insert Date]

Dear [Campus Community/Students/Staff],

We are reaching out to inform you of an urgent safety matter that requires your immediate attention. We have received reports of [describe the incident or situation briefly, e.g., "suspicious activity on campus"] that poses a potential risk to our community.

We urge everyone to take the following precautions:

- Remain vigilant and report any suspicious activity to campus security.
- Avoid isolated areas of campus until further notice.
- Ensure your personal belongings are secure and do not leave items unattended.

Your safety is our top priority. Please stay tuned for further updates and do not hesitate to reach out to campus security at [insert contact information] if you have any concerns.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[University/College Name]