

# Reminder: Upcoming Campus Access Restrictions

Dear [Recipient's Name],

We wish to remind you of the upcoming access restrictions to the campus that will take effect on [start date] and will last until [end date]. During this period, certain areas of the campus will be restricted to authorized personnel only.

Please make the necessary arrangements and plan your visit accordingly. Our offices will remain open for assistance, and we encourage you to reach out if you have any questions or require further information.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Institution]