

# Notification of School Safety Issues

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Safety Concerns at [School Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address some safety issues that have been observed at [School Name]. Ensuring the safety and well-being of our students and staff is of utmost importance, and I believe it is critical to bring these matters to your attention.

The following safety issues have been noted:

- [Issue 1 - Description]
- [Issue 2 - Description]
- [Issue 3 - Description]

I recommend that we convene a meeting to discuss these concerns in depth and explore potential solutions. It is imperative that we address these issues promptly to guarantee the safety of everyone at [School Name].

Thank you for your attention to this serious matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]