

School Safety Concerns Report

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

School: [School Name]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express urgent safety concerns regarding our school environment that necessitate immediate attention. Over the past few weeks, I have observed several issues that pose a risk to the safety of our students and staff, including:

- Unsafe conditions in the playground, including broken equipment.
- Insufficient lighting in the parking lot during evening hours.
- Inadequate emergency exit signage in various classrooms.
- Instances of bullying and harassment that have not been adequately addressed.

I believe that these issues, if left unaddressed, can lead to serious consequences for our community. I urge you to take prompt action to investigate these concerns and implement necessary measures to improve safety at our school.

Thank you for your attention to this critical matter. I look forward to your prompt response and the steps you plan to take to ensure the safety of all students and staff.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]