

# Classroom Safety Equipment Shortage Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Report on Classroom Safety Equipment Shortage

Dear [Recipient's Name],

I am writing to bring to your attention the current shortage of safety equipment in our classroom. As you are aware, ensuring a safe learning environment is crucial for the well-being of our students. Unfortunately, we have identified several essential items that are currently lacking:

- Fire extinguishers
- First aid kits
- Emergency exit signs
- Protective masks
- Hand sanitizers

This shortage poses a potential risk to our students and staff during emergencies. I recommend we take immediate action to procure the necessary supplies to address this issue. Your timely assistance in this matter would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]