

Letter of Coordination for Campus Safety Awareness Event

Date: [Insert Date]

To: [Coordinator's Name]
[Coordinator's Title]
[Department/Organization Name]
[University Name]
[University Address]

Dear [Coordinator's Name],

We are excited to announce the upcoming Campus Safety Awareness Event scheduled for [Event Date]. This event aims to enhance awareness and promote safety measures within our university community.

We would like to coordinate efforts to ensure the event's success, which includes activities such as workshops, demonstrations, and information sessions. We believe that collaboration between departments and organizations will help maximize our outreach and engagement.

Please confirm your participation and share any ideas or resources you might have for the event. We are looking forward to your valuable input and contributions.

Thank you for your attention and support in promoting a safer campus environment.

Sincerely,

[Your Name]
[Your Title]
[Your Department/Organization]
[Your Contact Information]