

Campus Safety Incident Notification

Date: [Insert Date]

Dear [University Community/Specific Group],

We are writing to inform you of a safety incident that occurred on [insert date of incident] at [insert location]. [Provide a brief description of the incident, including any relevant details without compromising privacy or ongoing investigations.]

We want to assure you that the safety of our campus community is our highest priority. [Outline any immediate actions taken by campus safety, local law enforcement, or university administration.] Our campus safety team is actively working to address the situation and ensure that the area is secure.

We encourage all members of our community to remain vigilant and to report any suspicious activity to [insert contact information or direct line to campus safety]. Additionally, we advise you to [insert any recommended safety tips or resources].

We appreciate your attention to this matter, and we will continue to keep you updated as more information becomes available. Thank you for your cooperation and commitment to maintaining a safe campus.

Sincerely,

[Your Name]

[Your Position]

[University Name]

[Contact Information]