

University Campus Safety Risk Assessment Request

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Department: [Recipient Department]

University Name

Address: [University Address]

Dear [Recipient Name],

I am writing to formally request a comprehensive risk assessment of the campus safety measures currently in place at [University Name]. As part of our ongoing commitment to ensuring a safe and secure environment for all students, faculty, and staff, it is essential to evaluate potential safety risks and develop strategies for improvement.

Specifically, we would like to assess the following areas:

- Emergency response protocols
- Campus lighting and visibility
- Accessibility to safety resources
- Incident reporting mechanisms
- Engagement with campus security personnel

We believe that a detailed assessment will provide valuable insights into areas that require attention and enhancement. Please let us know your availability for a meeting to discuss this request further.

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

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[University Name]

Contact Information: [Your Email], [Your Phone Number]