

Letter of Concern

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company/Organization: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to express my concern regarding the recent incidents of unapproved visitors being present on our premises. It has come to my attention that these individuals have accessed restricted areas without prior authorization, which poses significant security risks to our operations.

We take the safety and security of our staff and facilities very seriously. It is imperative that all visitors are screened and approved before entering our secured areas to maintain a safe working environment.

I kindly request that we address this issue promptly to ensure that appropriate measures are in place. I would appreciate your thoughts on how we can better manage visitor protocols moving forward.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]