

To all residents of _____ :

We have recently been informed that a _____ has occurred in our apartment community. You, your family, co-residents, and visitors need to be as vigilant as possible with respect to security and safety.

Please carefully read the accompanying Security Guidelines for Residents. It's important that you follow these guidelines at all times, not just after you discover that one of your neighbors was the target of a crime.

If you suspect that a crime is occurring, you should contact the police immediately. Failure to do so could result in crucial delays. After first notifying the law enforcement authorities, you should then contact the management office or other appropriate on-site personnel.

As you can appreciate, no one can ensure your safety. Please remember that security is your responsibility and that of the local law enforcement agencies.

Very truly yours,