

## SUSPICIOUS PACKAGE

(Date)

Dear Parent or Guardian:

I want to take this opportunity to advise you of an incident that happened at (school name) yesterday (time of day).

Just after school had dismissed for the day, a teacher found a note in his classroom. The note was written in such a way as to threaten the teachers at (school name). The teacher immediately notified our security officer about the note. (Police department name) and the (sheriff's office name) was notified of the note as well. Late last night the (sheriff's office name) sent their explosives/firearms detection dog to (school name). A complete search was made of the entire school by both the dog and deputies, and nothing of any suspicious nature was found. A (sheriff's office name) deputy patrolled (school name) until it was officially opened this morning.

I want to assure you that everything was done to make sure that (school name) was safe for classes this morning. The incident is still under investigation by both our security personnel and the (police department name). If you or your child should have any information that might lead to the identity of the person(s) responsible for this note, please contact our security team at (phone number), or you can report it to our anonymous tip line at (phone number).

If you should have any questions and/or concerns, please feel free to contact me at (phone number)

Sincerely,

(Principal name)  
Principal