

Date: [Insert Date]

To: [Recipient Name/Occupant]

Address: [Recipient Address]

RE: FINAL WARNING - UNAUTHORIZED ENTRY TO CONSTRUCTION SITE

Dear [Recipient Name],

This letter serves as a formal and final warning regarding your unauthorized presence at the construction site located at [Site Address/Project Name].

It has been reported that on [Date of Incident] at approximately [Time], you entered the premises without authorization. This area is a restricted construction zone, clearly marked with "No Trespassing" and "Danger" signage.

Construction sites contain numerous hazards, including heavy machinery, open excavations, and unstable structures. Your unauthorized entry poses a significant safety risk to yourself and our personnel, and interferes with project operations.

Please be advised of the following:

- You are strictly prohibited from entering any part of the construction site at any time.
- Any further unauthorized entry will be considered criminal trespassing.
- Future violations will result in immediate notification of local law enforcement and potential legal action.

We take the safety and security of our site seriously. Please ensure that you remain outside the perimeter fencing and respect all posted warnings.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]