

DATE: [Date]

TO: [Trespasser Name/Entity Name]

ADDRESS: [Trespasser Address, if known]

SENT VIA: [Certified Mail / Hand Delivery]

RE: FORMAL NOTICE OF TRESPASS AND SECURITY BREACH

Dear [Name],

This letter serves as a formal notice regarding a security breach that occurred on [Date] at approximately [Time] at the following industrial facility:

FACILITY NAME: [Facility Name]

LOCATION: [Facility Address/Specific Area of Breach]

Our records and security footage indicate that you entered the premises without authorization and bypassed established safety and security protocols. This facility is private property and contains hazardous materials, heavy machinery, and restricted operational zones. Your unauthorized presence constitutes a legal trespass and poses a significant safety risk to yourself and our personnel.

NOTICE IS HEREBY GIVEN that you are strictly prohibited from entering any part of this property, including all buildings, parking lots, and perimeter zones, at any time. Any future presence on the property will be considered a willful violation of this order.

Please be advised of the following:

- Law enforcement has been notified of this security breach (Police Report #[Number]).
- Your identity and evidence of the breach have been documented for legal purposes.
- Future entry will result in immediate removal by security and referral to local authorities for criminal prosecution under [State/Local] Trespass Statutes.

If you have any legitimate business inquiries regarding this matter, you must contact our Corporate Security Department at [Phone Number] or [Email Address]. Do not attempt to contact facility staff on-site.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Company Name]

CC: [Local Police Department Name]