Dear Students and Parents/Guardians,

As you know, the safety and welfare of students and staff are our highest priorities. I am writing to provide you with information and to assure you that our staff continues to take every step to ensure the safety of your student.

This morning at approximately [time], students observed a female across the street from school being forced into a vehicle by two males. Witnesses immediately came to the main office and notified school administrators. The police were notified and reported to the school immediately. I am pleased to report that the abducted girl was found safe prior to 8:30 am. The girl was identified as 18 years of age. At least one suspect has been arrested and the investigation is continuing.

It is reassuring to know that the student who saw another individual in danger promptly reported it to school authorities. The quick action of these witnesses contributed to the safe return of the girl. Please talk to your child about the importance of telling a responsible adult anytime they become aware of a potentially dangerous situation.

If you have any questions, please do not hesitate to call the school at \_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,