

TRESPASSING LETTER

(Date)

Mr(s). John Doe
1234 Any Street
Anywhere, USA

Dear :

Due to the disturbance you created at the school on _____, I am informing you that you are not to enter _____ School building or grounds unless specifically requested to do so by the principal, _____.

Failure to abide by this request can result in a warrant for trespassing after warning being issued.

Sincerely,

_____, Principal
_____, School

CC: Director of Schools

***TYPED ON SCHOOL LETTERHEAD AND SENT IN PLAIN ENVELOPE –
CERTIFIED MAIL RETURN RECEIPT REQUESTED**