

Hello,

I am a part of a civic engagement project attempting to get University members more engaged in their posture of information security. After recent engagements with members it has come to our attention we have the following concerns regarding [subject].

[concerns]

We believe that the follow resolutions can be implemented in the following ways:

[suggestions]

I will go ahead and make sure to include all data, either in an attachment or below this text, that lead me to these conclusions. If there are any updates, concerns, or questions regarding this request please feel free to contact me at any time. Additionally, if any information is requested regarding the project, I would be happy to share all that I have.

Respectfully,

[sender]

[sender email address]