Dear Ms./Mr. [select one] [college/university administrator last name],

College students deserve to be safe, especially at school. Unfortunately, too many students are victim-survivors of sexual assault. Most students don’t know where to turn for help.

Federal law requires every college and university to have a Title IX Coordinator who is a resource for students in cases of abuse and misconduct.

Be sure students know how to contact their Title IX Coordinator. Please post the name and contact information of the Title IX coordinator on your website.

Thank you,  
[Your name]