

Emergency Preparedness Drill Notification

Dear [Recipient's Name],

We are writing to inform you of an upcoming Emergency Preparedness Drill scheduled for [Date] at [Time]. This drill is designed to ensure that all personnel are familiar with emergency procedures and can respond effectively in the event of a real emergency.

Please be advised of the following details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]
- **Duration:** [Estimated Duration]

We encourage your full participation in this important exercise. Should you have any questions or concerns, please do not hesitate to reach out to [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Contact Information]