

Fire Drill Schedule Notification

Dear Tenants,

We would like to inform you that a scheduled fire drill will take place on **[Date]** at **[Time]**. This drill is essential for ensuring the safety and preparedness of all occupants within the building.

Please note the following details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Duration:** Approximately [Insert Duration]
- **Assembly Point:** [Insert Location]

Your cooperation and participation are highly appreciated as it contributes to the overall safety of our community. Please take this opportunity to familiarize yourself with the building's fire exits and evacuation procedures.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]