

Emergency Evacuation Notification

Date: [Insert Date]

To: [Tenant Name]

Address: [Tenant Address]

Dear [Tenant Name],

This letter serves as an urgent notification regarding an emergency situation that requires immediate action. Due to [brief description of the emergency, e.g., "a fire alarm activation", "a gas leak", etc.], we need to evacuate the building to ensure the safety of all residents.

Please following the instructions below:

1. Leave the building immediately using the nearest exit.
2. Do not use elevators.
3. If you encounter smoke, stay low to the ground.
4. Proceed to the designated assembly area located at [insert location].

Emergency services are on their way, and we will provide further updates as soon as possible. Your safety is our top priority, and we appreciate your cooperation during this critical time.

If you have any questions or require assistance, please do not hesitate to contact [insert contact information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]

[Contact Information]