

Notice of Scheduled Fire Drill

Dear Residents,

We would like to inform you that a fire drill will be conducted in our apartment complex on **[Date]** at **[Time]**. This is a necessary precaution to ensure the safety of all residents in the event of a real emergency.

Please take this drill seriously and participate by evacuating the building promptly when the alarm sounds. The drill will last approximately **[Duration]**.

Thank you for your cooperation. Your safety is our priority!

Best regards,
[Your Apartment Complex Name]
[Contact Information]