

Fire Drill Participation Request

Dear [Tenant's Name],

We hope this message finds you well. As part of our ongoing commitment to safety, we will be conducting a fire drill on [Date] at [Time]. It is essential for all tenants to participate to ensure everyone is familiar with the emergency procedures.

Your participation will help us in evaluating our safety protocols and effectiveness during emergencies. Please ensure that you are aware of the nearest exits and the evacuation plan beforehand.

We appreciate your cooperation and commitment to maintaining a safe living environment for all residents.

Thank you for your understanding. If you have any questions, please do not hesitate to contact the management office.

Sincerely,

[Your Name]

[Your Title]

[Building Management Name]

[Contact Information]