

Fire Safety Exercise Notification

Dear Tenants,

We would like to inform you that a fire safety exercise will be conducted on **[Date]** at **[Time]**. This exercise is essential to ensure that all tenants are familiar with emergency procedures and evacuation routes.

Please take note of the following details:

- Date: [Date]
- Time: [Time]
- Duration: Approximately [Duration]
- Location: [Building/Area]

Your cooperation is greatly appreciated, and we encourage you to participate actively in this important exercise.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Company/Building Name]