

Mandatory Fire Drill Notification

Dear Occupants,

This letter serves to inform you about the upcoming mandatory fire drill scheduled for:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Duration:** Approximately [Insert Duration]

It is essential for all occupants to participate in this drill to ensure everyone's safety and familiarize yourselves with the evacuation procedures. Please take the time to review the emergency exits and evacuation routes that are posted throughout the building.

We appreciate your cooperation and understanding as we work together to maintain a safe environment.

If you have any questions regarding the fire drill, please do not hesitate to contact the building management.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Building Management]