

Important Notice: Scheduled Fire Safety Drill

Dear Residents,

We are conducting a fire safety drill on **[Date]** at **[Time]**. This drill is essential to ensure everyone's safety in case of an emergency.

Please be informed that:

- The drill will commence promptly; all residents are advised to participate.
- Emergency exits will be marked; please familiarize yourself with them.
- Do not use the elevators during the drill.

Your cooperation is crucial for the effectiveness of this exercise. If you have any questions, please contact the management office.

Thank you for your understanding and cooperation.

Sincerely,
[Your Name]
[Your Position]
[Building/Community Name]