

Tenant Fire Evacuation Drill Notice

Dear Tenants,

We are conducting a fire evacuation drill to ensure the safety of all occupants in the building. Please find the details of the drill below:

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

During the drill, please follow these instructions:

1. Once the alarm sounds, evacuate the building immediately.
2. Do not use elevators.
3. Proceed to the designated assembly point.
4. Wait for further instructions from the safety team.

Your cooperation is crucial in ensuring a successful drill. If you have any questions, please do not hesitate to reach out to the management office.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Building Management]