

Important Notice: Upcoming Fire Drill

Dear Tenants,

This is to inform you that a fire drill will take place on **[Date]** at **[Time]**. Please ensure that you participate in this important safety exercise.

Details of the drill:

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

Please take this opportunity to familiarize yourself with the emergency exits and procedures.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]