

# Emergency Unit Dispatch Notification

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Sender Name]

Subject: Dispatch of Emergency Units

Dear [Recipient Name],

This letter is to inform you that emergency units have been dispatched in response to an urgent situation reported on [Insert Location/Incident]. The following units are en route:

- Unit Type: [Insert Type] - Unit Number: [Insert Number]
- Unit Type: [Insert Type] - Unit Number: [Insert Number]
- Unit Type: [Insert Type] - Unit Number: [Insert Number]

Estimated time of arrival is approximately [Insert ETA]. Please ensure that the area is secured and that all necessary protocols are followed to assist the units upon arrival.

If you have any questions or further instructions, please contact me at [Insert Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]