

Notification of Emergency Team Deployment

Date: [Insert Date]

To: [Emergency Team/Individual Name]

From: [Your Name/Your Organization]

Dear [Emergency Team/Individual Name],

This letter serves as a formal notification for the deployment of the emergency response team due to [brief description of the emergency situation, e.g., natural disaster, public health crisis]. The details are as follows:

- **Deployment Date:** [Insert date]
- **Location:** [Insert location]
- **Time of Deployment:** [Insert time]
- **Duration:** [Insert duration if known]

All team members are required to report to [designated meeting point or contact person] at the specified time with necessary equipment and supplies as outlined in the emergency response plan.

If you have any questions or require further information, please do not hesitate to contact me at [your contact information].

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]