

# Emergency Evacuation Drill Participation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally request your participation in our upcoming Emergency Evacuation Drill scheduled for [insert date and time]. This drill is a crucial component of our safety protocol, aimed at ensuring all staff members are well-prepared for potential emergency situations.

Your presence will significantly contribute to the effectiveness of the drill, and we highly value your insights and feedback. We anticipate that the drill will last approximately [insert duration].

Kindly confirm your availability at your earliest convenience. Should you have any questions or require further information, feel free to reach out to me directly.

Thank you for your attention to this important matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Company/Organization Name]