

Emergency Contact Compliance for Safety Drills

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to confirm compliance with emergency contact protocols as part of our safety drills. In accordance with the guidelines set forth by [insert regulatory body or internal policy], we have compiled and updated the emergency contact information for all staff members.

Please find attached the list of emergency contacts along with procedures to follow during safety drills that will be conducted on [insert date of drills]. It is imperative that all staff familiarize themselves with the contacts and protocols to ensure a smooth and efficient response in case of an emergency.

We appreciate your cooperation and commitment to maintaining a safe workplace. If you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]