

# Emergency Preparedness Assessment Notice

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

As part of our ongoing efforts to ensure the safety and preparedness of our community, we are conducting an Emergency Preparedness Assessment for residential areas within [Community Name]. This assessment aims to evaluate the current readiness measures and identify any potential vulnerabilities.

We kindly ask for your participation by completing the attached questionnaire and returning it by [Insert Due Date]. Your input is vital for our emergency planning and response strategies.

In addition, we will be hosting a community meeting to discuss our findings and strategies for improvement. Details of the meeting are as follows:

- Date: [Insert Meeting Date]
- Time: [Insert Meeting Time]
- Location: [Insert Meeting Location]

Thank you for your cooperation and commitment to ensuring a safe community. Should you have any questions or require further information, please feel free to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]