

# Dear Parents and Guardians,

We hope this message finds you well. As part of our ongoing commitment to ensuring the safety and security of our students, we will be conducting a school safety drill on **[Date]** at **[Time]**.

The purpose of this drill is to prepare students and staff for various emergency situations and to ensure everyone knows the appropriate protocols to follow. We will be practicing **[Type of Drill, e.g., fire drill, lockdown drill]** during this time.

We encourage you to discuss the importance of safety drills with your child and reassure them that these practices are routine and meant to keep everyone safe.

If you have any questions or concerns, please feel free to reach out to the school office at **[Phone Number]** or **[Email Address]**.

Thank you for your support and cooperation.

Sincerely,

**[Your Name]**  
**[Your Title]**  
**[School Name]**