

# Reminder: Upcoming School Safety Drill

Dear Students,

This is a reminder that we will be conducting a school safety drill on **[Date]** at **[Time]**.

All students are required to participate in this important exercise. It is designed to ensure that everyone is familiar with safety procedures and knows how to respond in case of an emergency.

Please remember the following:

- Stay calm and follow your teacher's instructions.
- Know your evacuation routes and designated meeting spots.
- Be respectful and attentive during the drill.

Your safety is our top priority, and this drill is an essential part of our preparation. Thank you for your cooperation.

Sincerely,

**[Your School Name]**

**[Contact Information]**