

Lockdown Drill Notice

Date: [Insert Date]

Dear Students,

We are writing to inform you that a lockdown drill will be conducted on [Insert Date and Time]. This drill is an important safety procedure designed to ensure that everyone is prepared in case of an emergency.

Please take this exercise seriously and follow the instructions provided by your teachers. It is essential for your safety and the safety of those around you.

We appreciate your cooperation and understanding.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]