

# Emergency Evacuation Drill Participation Request

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name]

Subject: Participation in Emergency Evacuation Drill

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your participation in the upcoming emergency evacuation drill scheduled for [Insert Date and Time] at [Insert Location]. This drill is crucial for ensuring the safety and preparedness of our team in the event of an emergency.

Your involvement will help us assess our current emergency procedures and identify areas for improvement. It is vital that all team members understand their roles during an evacuation and are familiar with the emergency exits and protocols.

Please confirm your availability for this important drill by [Insert Confirmation Deadline]. Should you have any questions or require further information, feel free to reach out to me directly.

Thank you for your cooperation and attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]