

Severe Weather Readiness Notification

Dear [Recipient's Name],

As we approach the season of severe weather, we want to remind everyone of the importance of being prepared. The safety of our community is our top priority.

We advise all residents to take the following precautions:

- Stay informed by monitoring local weather forecasts and alerts.
- Prepare an emergency kit with essential supplies, including food, water, and medications.
- Create a family communication plan in case of power outages or evacuations.
- Know your evacuation routes and local shelters.

In the event of severe weather, please stay indoors and follow all emergency instructions provided by local authorities.

For more information, visit our website or contact our office at [Contact Information].

Thank you for your attention and cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]