

Resource Distribution for Disaster Preparedness Workshop

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

Dear [Recipient Name],

We are pleased to inform you that [Your Organization Name] will be holding a Disaster Preparedness Workshop on [Workshop Date] at [Location]. In our efforts to enhance community resilience and preparedness for potential disasters, we have arranged a distribution of essential resources for the participants.

The following resources will be distributed:

- Emergency Supply Kits
- First Aid Kits
- Informational Brochures on Disaster Preparedness
- Training Manuals
- Contact Lists of Emergency Services

We believe that these materials will significantly aid the participants in their understanding and planning for disaster scenarios.

We kindly request your collaboration in ensuring the successful distribution of these resources during the workshop. Please confirm your attendance and any additional support you may provide.

Thank you for your continued partnership in building a resilient community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Contact Information]