

# Emergency Response Team Equipment Inventory

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name/Position]

Subject: Emergency Response Team Equipment Inventory

## Equipment List

Item	Quantity	Condition	Location
First Aid Kits	10	Good	Storage Room A
Fire Extinguishers	5	Excellent	Hallways
Flashlights	15	Fair	Storage Room B
Walkie Talkies	8	Good	Emergency Vehicle

## Notes

Please ensure that any damaged or missing equipment is reported immediately.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]