

Letter of Clarification on Emergency Service Roles

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to clarify the roles and responsibilities of various emergency service personnel in our recent operations. It is essential to ensure that all parties are aligned and that our efforts are coordinated effectively.

The following outlines the primary roles:

- **Emergency Medical Technicians (EMTs):** Responsible for immediate medical care on-site and transportation of patients to medical facilities.
- **Firefighters:** Engaged in fire suppression and rescue operations, ensuring the safety of individuals in peril.
- **Law Enforcement Officers:** Tasked with maintaining public order, securing the scene, and investigating incidents.

I welcome further discussion to address any concerns and ensure a smooth collaboration in future emergencies.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]