

Compulsory Evacuation Notice

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Authority/Organization Name]

Subject: Compulsory Evacuation Instructions

Dear [Insert Recipient's Name],

This letter serves as a formal notification regarding the compulsory evacuation of your area due to [insert reason, e.g., approaching natural disaster, hazardous conditions, etc.]. In the interest of public safety, you are required to evacuate your premises by [insert date and time].

Evacuation Instructions:

1. Gather the essential items you will need, including medications, identification, and important documents.
2. Take your pets, if applicable, and food for their travel.
3. Follow the designated evacuation routes as indicated on the attached map.
4. Stay tuned to local news and weather updates for further instructions.
5. Inform your neighbors, especially those who may need assistance, about the evacuation.

Emergency shelters will be available at [insert location of shelters]. If you have any questions or require assistance, please contact [insert contact information].

Your safety is our priority. Please comply with these evacuation instructions promptly.

Sincerely,

[Insert Sender's Name]

[Insert Sender's Title]

[Insert Organization Name]

[Insert Contact Information]