

Important Evacuation Notice

Date: [Insert Date]

To: [Recipient's Name/All Residents]

Dear [Recipient's Name/Residents],

Due to [reason for evacuation, e.g., severe weather conditions, fire threat, etc.], an immediate evacuation is necessary. We prioritize your safety and urge you to take the following actions:

1. Gather essential items: identification, medications, and personal belongings.
2. Secure your home: turn off utilities, close windows and doors.
3. Follow the designated evacuation routes to [evacuation center/location].
4. If you have pets, ensure they are safely contained and ready for transport.

Please evacuate by [specific deadline, e.g., 5 PM today]. If you require assistance or have special needs, contact [emergency contact information].

Your safety is our utmost priority. Stay tuned for further updates.

Thank you for your cooperation.

Sincerely,

[Your Name or Organization]

[Contact Information]