

# Emergency Runway Congestion Alert

**Date:** [Insert Date]

**To:** [Insert Recipient's Name]

**From:** [Insert Your Name/Organization]

**Subject:** Urgent Notification: Emergency Runway Congestion

Dear [Recipient's Name],

We would like to draw your immediate attention to an emergency situation currently affecting our operational runway. Due to unforeseen circumstances including [briefly explain reasons such as weather conditions, technical difficulties, etc.], we are experiencing significant congestion that may impact flight schedules and airport operations.

We recommend that all concerned parties take the following actions:

- Review and adjust flight schedules as necessary.
- Prepare for potential flight delays or diversions.
- Communicate with passengers to keep them informed of the situation.

We are actively working to resolve this issue and will provide updates as they become available. Your understanding and cooperation during this critical time are greatly appreciated.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]