

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the emergency preparedness drills conducted by [Organization Name]. As a concerned member of the community, I believe that understanding our emergency response capabilities is essential.

Could you please provide information on the following:

- The frequency of emergency preparedness drills
- The types of drills being conducted
- How the community can participate or get involved
- Any upcoming drills scheduled for this year

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]