

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Relationship to the School, e.g., parent, guardian, community member] of [Child's Name], who is currently enrolled in [Grade/Class Year] at [School Name].

I am writing to inquire about the school's disaster recovery and response plans. In light of recent events and the importance of safety and preparedness in our community, I would like to understand the measures the school has in place to ensure the safety of our children during emergencies, including natural disasters and other unforeseen incidents.

Specifically, I am interested in the following:

- What procedures does the school have in place for evacuation and communication in the event of a disaster?
- Are there regular training and drills conducted for both staff and students?
- How does the school plan to keep parents informed during emergencies?
- What resources are available for students and families post-disaster?

Your attention to this matter is greatly appreciated, as it is crucial for parents to understand the safety measures in place for our children. I would be grateful if you could provide the relevant information or direct me to where I might find it. Thank you for your cooperation.

Sincerely,

[Your Name]