

Fire Drill Participation Confirmation

Dear Resident,

We are writing to confirm your participation in the upcoming fire drill scheduled for **[Date]** at **[Time]**.

Your involvement is crucial for ensuring the safety and preparedness of our community. Please be sure to review the fire evacuation procedures and meet at the designated assembly point.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]