

# Emergency Preparedness for Seasonal Outages

Date: [Insert Date]

Dear [Recipient's Name],

As we approach the [season, e.g., winter/summer], it is imperative to prepare for potential seasonal outages and ensure the safety and well-being of our community. This letter serves to outline the necessary steps and resources available for emergency preparedness during this time.

## Preparedness Steps:

- Ensure you have a sufficient supply of non-perishable food items and water.
- Prepare a communication plan with family and friends in case of an emergency.
- Check and stock up on batteries, flashlights, and first aid supplies.
- Keep your devices charged and consider having a backup power source.

## Resources:

For additional support, please refer to the following resources:

- Local Emergency Management Office: [Contact Information]
- American Red Cross: [Website/Contact Information]
- Your utility provider's outage hotline: [Phone Number]

Remember, preparedness is crucial to ensuring safety during outages. Please take these measures seriously and encourage others to do the same.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]

[Your Contact Information]