

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Organization/Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Fire Drill

This letter is to inform you that a fire drill will be conducted in accordance with the National Fire Protection Association (NFPA) guidelines and our facility's safety protocol.

**\*\*Drill Details:\*\***

- **\*\*Date:\*\*** [Insert Date]

- **\*\*Time:\*\*** [Insert Time]

- **\*\*Duration:\*\*** Approximately [Insert Duration]

- **\*\*Location:\*\*** [Insert Location]

All employees, staff, and visitors are required to participate in this drill. Please take this opportunity to familiarize yourself with the emergency evacuation routes and procedures.

We appreciate your cooperation and commitment to safety. Should you have any questions or concerns regarding the drill, please feel free to reach out to [Contact Person/Department] at [Contact Information].

Thank you for your attention to this important safety measure.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]