



Fire Dept.

A Communication from Your Local Firehouse



Your Neighborhood Fire Company Is Closed Today

Date: ___ / ___ / ___

To: _____

Title: _____

Fax #: (____) _____ - _____

Dear _____,

In case you were unaware, this letter is to inform you that your neighborhood fire company, _____, was placed out of service today between the hours of _____ and _____ by the N.Y. City Fire Department for the following purpose:

Whenever this occurs, the fire company noted above that is normally the first to arrive at fires, medical emergencies and other urgencies in your community will not be available to respond. Other fire companies are assigned these responsibilities during these times. However, they are located farther away and will take longer to reach your area. This delay in response will jeopardize the lives and properties in your community.

Sincerely,

Name: _____

Title: _____

Company: _____

Address: _____

Tel: _____