



# 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: \_\_\_\_\_