

Anytown Fire Department
1227 Main Street
Anytown, VA 23456
6/23/2011

Ms. Rebekah Russell
News Anchor
WKRP TV- Channel 5
4809 5th Street
Anytown, VA 23456

Dear Ms. Russell,

We are all aware of the toll that a fire tragedy can take on a community. The Community Fire Safety Coalition of [Anytown Fire Department](#) is a project organized to tackle community fire safety head on and help eliminate potential fire risks.

With the help and cooperation from members of our community and the fire department, we will organize a Fire Safety Coalition. Through the expertise of its members, who represents cross-section of our community, we will identify areas that present a potential risk for fire that could impact our community. By performing this fire risk assessment in those identified areas, we will take steps to reduce and eliminate those causes that impose the risk of fire to our community.

We need your help. We are inviting you to join our Community Fire Safety Coalition. The addition of media professionals such as you will be invaluable. This project does not require a large time commitment, only promotion and coverage to educate and inform our public. However, we would welcome any additional active participation you would be willing to contribute to the coalition.

Please join us. The Community Fire Safety Coalition of [Anytown Fire Department](#) needs your support.

Sincerely,



Rusty J. Smith
Fire Chief, Anytown Fire Department