

LETTER EXAMPLE

Columbia Southern University Fire-Rescue Department

January 1, 2015

Mrs. Mary Elizabeth Johnson  
2001 Firehouse Drive  
Orange Beach, Alabama 30303

Dear Mrs. Johnson:

Thank you for your letter expressing concern for the manner in which our fire apparatus responded to an emergency call in your neighborhood. It is the goal and responsibility of the Columbia Southern University Fire-Rescue Department to respond to any emergency in a safe manner with due regard for the public we serve.

As first responders, Columbia Southern University Fire-Department emergency units are required to respond in accordance with Alabama law, which states that audible and visual warning devices be utilized when responding to emergency calls.

We regret any inconvenience that this may have caused and appreciate you bringing the matter to our attention.

Sincerely,

Don A. Smith  
Fire Chief

DAS/kp

pc: Jerry Jones, Deputy Fire Chief  
David Barker, Battalion Chief