

Date: [Insert Date]

To: [Recipient Name/Department Name]

Organization: [Agency Name]

Address: [Street Address, City, State, Zip Code]

Subject: Official Emergency Response Time Assessment

Dear [Recipient Name],

This letter serves as a formal assessment of the emergency response performance regarding the incident identified below:

- **Incident Reference Number:** [Insert ID]
- **Date of Incident:** [Insert Date]
- **Location:** [Insert Address/Location]
- **Nature of Call:** [Insert Incident Type]

Timeline Data:

- **Time Call Received:** [00:00:00]
- **Time Dispatched:** [00:00:00]
- **Time of Arrival on Scene:** [00:00:00]
- **Total Response Duration:** [Minutes/Seconds]

Assessment Summary:

[Insert brief description of whether the response time met established protocols or key performance indicators. Note any external factors such as traffic, weather, or equipment issues.]

Recommendations:

[Insert recommendations for improvement or commendations for performance here.]

Sincerely,

[Your Name]

[Your Title]

[Your Department/Organization]