

# Email

<b>To:</b>		<b>From:</b>	
<b>Re:</b>	Site Information	<b>CC:</b>	

☐ **Urgent**    ☐ **For Review**    ☐ **Please Comment**    ☐ **Please Reply**    ☐ **Please Recycle**

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**TIME:** [INSERT]

*Dear Colleagues,*

*Please supply site information and situation appraisal at earliest opportunity. We are urgently in need of specific information to communicate to stakeholders and media. Information regarding displaced population numbers, profiles (vulnerable groups), site factors and situation trends urgently required.*

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From