

[Property Management Company Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Date]

RE: NOTICE OF INSPECTION - SMOKE AND CARBON MONOXIDE ALARMS

Dear Resident(s),

This letter serves as formal notice that [Property Management Company/Landlord] will be conducting a mandatory inspection and testing of the smoke alarms and carbon monoxide detectors in your unit.

Date of Inspection: [Date]

Estimated Time Window: [Start Time] to [End Time]

The purpose of this visit is to ensure that all life-safety devices are functioning correctly, batteries are replaced if necessary, and that your unit remains in compliance with local fire safety codes and building regulations.

Please ensure that all smoke and carbon monoxide detectors are easily accessible. If you have pets, please ensure they are secured in a crate or a separate room during the inspection window. You do not need to be present during this inspection; a representative will use a management key to enter if you are not home.

Thank you for your cooperation in keeping our building safe.

Sincerely,

[Name/Signature]
[Title/Property Manager]