

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Full Address]

Subject: Notice of Routine Maintenance - Smoke and Carbon Monoxide Detectors

Dear Tenant,

This letter is to inform you that we will be conducting a routine inspection and maintenance of the smoke and carbon monoxide detectors in your rental unit. This is part of our commitment to ensuring your safety and complying with local fire safety regulations.

Scheduled Date: [Insert Date]

Estimated Time Window: [Insert Time, e.g., 10:00 AM - 12:00 PM]

During this visit, a maintenance technician will:

- Test the alarm function of all detectors.
- Replace batteries (if applicable).
- Check the expiration date of each unit.
- Clean the devices of dust or debris.

The technician will need access to all rooms in the unit. If you have pets, please ensure they are secured in a crate or a separate room during the visit. You do not need to be present for this maintenance as long as we have permission to enter using our master key.

If the scheduled time is not convenient, please contact us at [Insert Phone Number] or [Insert Email Address] by [Insert Deadline Date] to reschedule.

Thank you for your cooperation in keeping your home safe.

Sincerely,

[Your Name/Property Management Name]

[Contact Information]