

[Current Date]

[Recipient Name]

[Building Name/Address]

[City, State, Zip Code]

**RE: URGENT NOTICE - EMERGENCY FIRE ALARM SYSTEM INSPECTION**

Dear [Recipient Name/Resident],

Please be advised that an emergency inspection of the fire alarm system at [Building Name/Address] is required immediately. This inspection is necessary due to [Reason: e.g., a reported system fault / recent power surge / equipment malfunction] to ensure the safety of all occupants.

**Inspection Details:**

- **Date:** [Date of Inspection]
- **Time:** [Start Time] to [End Time]
- **Technician/Company:** [Company Name]

During this period, technicians may need to access individual units and common areas. You may hear short intermittent sounder tests or see flashing strobe lights. Please treat any prolonged alarm during this window as a genuine emergency unless otherwise notified.

We apologize for this short notice and any inconvenience caused. Your cooperation is essential to maintain building safety and compliance with fire codes.

If you have urgent questions, please contact [Management Name] at [Phone Number].

Sincerely,

[Your Name/Signature]

[Title/Property Management]

[Contact Information]