

Date: [Insert Date]

To: All Tenants / Building Occupants

Subject: Notice of Annual Fire Safety Equipment Inspection

Dear Residents and Tenants,

Please be advised that the annual inspection of the fire safety equipment at **[Insert Building Name/Address]** is scheduled to take place on the following date(s):

Date(s): [Insert Date(s)]

Time: [Insert Start Time] to [Insert End Time]

The inspection will cover the following equipment:

- Fire Alarms and Smoke Detectors
- Fire Extinguishers
- Sprinkler Systems
- Emergency Lighting and Exit Signs

What to Expect:

- Inspectors will require access to all common areas and individual units.
- Fire alarm bells and sirens will be tested intermittently throughout the day.
- Authorized personnel will be accompanied by building management or security.

Please ensure that any pets are secured and that access to fire extinguishers or sensors within your unit is not blocked. We apologize for any noise or inconvenience this may cause, as these tests are mandatory to ensure the safety of all occupants.

If you have any questions regarding this inspection, please contact the Management Office at **[Insert Phone Number]** or **[Insert Email Address]**.

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Your Title/Position]

[Building Management Company Name]