

**DATE:** [Insert Date]

**TO:** [Tenant/Occupant Name]

**ADDRESS:** [Insert Property Address/Unit Number]

**RE: NOTICE OF COMMERCIAL FIRE SAFETY INSPECTION**

Dear [Tenant Name],

Please be advised that a fire safety inspection has been scheduled for the premises listed above. This inspection is being conducted to ensure compliance with local fire codes and to maintain the safety of the building and its occupants.

**Inspection Details:**

- **Date:** [Insert Date]
- **Time:** [Insert Time/Window]
- **Inspector:** [Insert Name of Inspector or Company]

During this time, the inspector will require access to all areas of your unit, including utility closets, storage rooms, and common areas. We will be checking fire extinguishers, smoke detectors, sprinkler heads, emergency exits, and lighting systems.

**Tenant Requirements:**

- Please ensure all hallways and exit paths are clear of obstructions.
- Ensure that all fire extinguishers and electrical panels are easily accessible.
- If you have a security alarm system, please ensure a representative is present or the system is set to test mode.

If you have any questions or need to reschedule due to a conflict, please contact [Contact Name] at [Phone Number] or [Email Address] no later than [Insert Deadline].

Thank you for your cooperation in keeping this building safe.

Sincerely,

[Your Name/Signature]

[Property Management/Building Owner Name]

[Contact Information]