

[Date]

[Property Name/Address]

[City, State, Zip Code]

RE: NOTICE OF FIRE ALARM AND SPRINKLER SYSTEM INSPECTION

Dear Residents and Tenants,

Please be advised that we will be conducting a mandatory inspection and testing of the fire alarm and sprinkler systems throughout the building.

Date of Inspection: [Insert Date]

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

During this period, you can expect the following:

- Technicians will require access to all units to test individual smoke detectors and sprinkler heads.
- The fire alarm bells and sirens will sound intermittently throughout the day.
- Testing of the water flow for the sprinkler system may occur.

If you have pets, please ensure they are secured. You do not need to be present during the inspection if you have provided management with authorization to enter.

These inspections are required by local fire codes to ensure the safety of all occupants. We apologize for any noise or inconvenience this may cause.

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management]

[Phone Number]

[Email Address]