

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Full Address and Unit Number]

Subject: Notice of Property Fire Alarm and Safety Device Inspection

Dear [Tenant Name],

This letter is to inform you that a mandatory inspection of the fire alarm systems and safety devices will be conducted at your residence on the following date and time:

Inspection Date: [Insert Date]

Estimated Time Window: [Insert Time, e.g., 10:00 AM to 2:00 PM]

The inspection will include testing and maintenance of the following items:

- Smoke detectors and carbon monoxide alarms
- Fire extinguishers (if applicable)
- Sprinkler heads (if applicable)
- Emergency exit lighting

Please ensure that all safety devices are easily accessible and not obstructed by furniture or personal belongings. If you have pets, please secure them in a crate or a separate room for the duration of the inspection.

You do not need to be present during this inspection. A representative from [Management/Company Name] or an authorized technician will use a master key to enter the unit if you are not home.

Thank you for your cooperation in keeping our building safe.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]

[Email Address]