

DATE: [Insert Date]

TO: All Residents/Tenants of [Insert Building Name/Address]

RE: NOTICE OF ANNUAL FIRE ALARM INSPECTION

Dear Residents,

Please be advised that the annual inspection and testing of the fire alarm system is scheduled to take place on the following date(s):

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

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

During this period, technicians will be testing the alarms, smoke detectors, and emergency systems. Please take note of the following:

- **Audible Alarms:** You will hear intermittent ringing, sirens, or bells throughout the building. You do not need to evacuate unless instructed by staff or emergency personnel.
- **Unit Access:** Technicians [will / will not] require access to individual units to test smoke detectors and speakers. If access is required, a staff member will accompany the technician.
- **Pets:** If you have pets, please ensure they are secured in a crate or a separate room for their safety and the safety of the inspectors.

We apologize for any noise or inconvenience this may cause. These inspections are mandatory to ensure the safety of all residents and compliance with local fire codes.

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

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

Property Management

[Company Name]