

[Date]

[Building Name/Address]

[City, State, Zip Code]

RE: NOTICE OF ANNUAL FIRE ALARM AND SPRINKLER SYSTEM TESTING

Dear Residents and Tenants,

Please be advised that the annual inspection and testing of the fire alarm and sprinkler systems are scheduled for the following date(s) and time(s):

Date(s): [Insert Date]

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

During this period, contractors will be testing all life safety equipment. Please be aware of the following:

- **Audible Alarms:** Bells and sirens will sound intermittently throughout the building.
- **Access Required:** Technicians [will / will not] require access to individual units to test smoke detectors and sprinkler heads.
- **Elevators:** Elevator service may be temporarily restricted during the testing process.

These tests are mandatory to ensure the building remains compliant with local fire codes and to guarantee the safety of all occupants. We apologize for any noise or inconvenience this may cause.

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

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management]

[Company Name]