

Date: [Insert Date]

To: All Tenants and Occupants of [Insert Property Name/Address]

Subject: Notice of Periodic Fire Alarm and Sprinkler System Testing

Dear Occupants,

Please be advised that we will be conducting mandatory testing and inspection of the fire protection systems at [Insert Property Name]. This testing is required to ensure the safety of the building and to comply with local fire codes.

Scheduled Date: [Insert Date of Testing]

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

During this period, you may experience the following:

- Intermittent ringing of fire alarm bells and sirens.
- Flashing strobe lights.
- Brief inspections of fire extinguishers and sprinkler heads within your suite.
- Potential announcements over the building's PA system.

Please treat any alarm lasting longer than [Insert Number, e.g., 30] seconds or occurring outside of the scheduled window as a real emergency and evacuate the building immediately.

We apologize for any inconvenience this noise or disruption may cause. Your cooperation is essential in maintaining a safe environment for all tenants.

If you have any questions or specific concerns regarding access to your space, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Property Manager Name]
[Building Management Company Name]
[Contact Information]