

[Date]

[Tenant Name/Building Occupant]

[Address Line 1]

[City, State, Zip Code]

RE: Notice of Annual Fire Alarm and Sprinkler System Compliance Testing

Dear Resident/Tenant,

Please be advised that the annual inspection and compliance testing of the fire alarm and automatic sprinkler systems is scheduled to take place at [Building Name/Address] on the following date(s):

Date: [Date of Inspection]

Time: [Start Time] to [End Time]

In accordance with local fire codes and safety regulations, these tests are mandatory to ensure all life-safety systems are functioning correctly. During this period, you should expect the following:

- Technicians will require access to [Common Areas / Individual Units].
- Fire alarm bells, sirens, and strobes will be activated intermittently.
- Elevators may be recalled to the ground floor and temporarily unavailable.
- Contractors will be inspecting sprinkler heads and control valves.

Please ensure that any pets are secured and that any sensitive electronic equipment is protected if necessary. You do not need to evacuate the building when the alarms sound during these specific hours unless an actual emergency is announced over the intercom or by staff.

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

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

Sincerely,

[Your Name/Signature]

[Title/Property Management]

[Company Name]