

[Date]

[Tenant Name/Building Occupant]

[Unit/Suite Number]

[Property Address]

Subject: Notice of Quarterly Fire System Testing and Maintenance

Dear Residents and Tenants,

Please be advised that the quarterly inspection and testing of the fire protection systems at [Building Name/Address] is scheduled to take place on the following date and time:

Date: [Day of Week, Month Day, Year]

Time: [Start Time] to [End Time]

The scope of work includes the testing of:

- Fire alarm panels and pull stations
- Smoke and heat detectors
- Audible alarms and strobe lights
- Sprinkler system flow switches and valves

What to expect:

During the testing period, fire alarm bells and sirens will sound intermittently. You are NOT required to evacuate the building during these tests unless instructed otherwise by on-site personnel or local emergency services. We apologize for any noise disturbance this may cause.

Technicians [will/will not] require access to individual units/suites during this inspection.

Thank you for your cooperation in ensuring the safety of our building and its occupants.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Contact Phone Number]

[Contact Email]