

[Date]

[Tenant/Resident Name]

[Unit Number/Address]

[City, State, Zip Code]

RE: Notice of Upcoming Fire Alarm and Sprinkler System Evaluation

Dear [Tenant/Resident Name],

Please be advised that a mandatory inspection and evaluation of the fire alarm and sprinkler systems is scheduled for your building. This routine evaluation is necessary to ensure all life safety systems are functioning correctly and comply with local fire codes.

Scheduled Date: [Date of Inspection]

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

During this period, technicians will require access to all individual units to test smoke detectors and inspect sprinkler heads. You do not need to be present, as a member of building management will accompany the technicians; however, please ensure any pets are secured.

What to expect:

- Intermittent sounding of fire alarms and sirens.
- Brief visual inspections of sprinkler hardware.
- Testing of smoke and heat sensors.

We apologize for any noise or inconvenience this may cause. These tests are vital for the safety of all occupants. If you have any questions or specific access concerns, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management Name]

[Building Name]