

## **URGENT NOTICE: MANDATORY FIRE LIFE SAFETY TESTING**

**Date:** [Insert Date]

**To:** All Residents and Tenants of [Insert Building Name/Address]

**Subject:** Annual Fire Alarm and Sprinkler System Testing

Dear Residents,

Please be advised that we will be conducting mandatory testing and inspection of the fire alarm and sprinkler systems throughout the building on the following dates and times:

- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **Testing Hours:** [Insert Time, e.g., 9:00 AM to 5:00 PM]

### **What to Expect:**

- **Intermittent Alarms:** You will hear loud sirens and see flashing strobe lights throughout the building.
- **Technician Access:** In accordance with local fire codes, technicians [will / will not] require access to individual units to inspect devices.
- **Elevators:** Elevator service may be temporarily restricted during certain phases of the test.

This testing is a legal requirement to ensure the safety of all occupants. We apologize for the noise and any inconvenience this may cause.

If you have any questions or have pets that may be sensitive to loud noises, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

Building Management  
[Insert Company Name]