

Date: [Insert Date]

Subject: Notice of Annual Gas Line Safety Inspection

Dear Resident/Tenant,

This letter is to inform you that we will be conducting the mandatory annual gas line safety inspection for your building/unit to ensure the safety of all residents and compliance with local safety regulations.

Inspection Details:

- **Date:** [Insert Date]
- **Time Window:** [Insert Time, e.g., 9:00 AM - 5:00 PM]
- **Location:** [Insert Building Name/Unit Number]

During this inspection, a certified technician will check gas lines, connections, and appliances for any leaks or potential hazards. The process typically takes approximately [Insert Duration] minutes.

Action Required:

- Please ensure that an adult (18 years or older) is present to provide access to the unit.
- Ensure that the area around gas meters and appliances is clear of clutter.
- Secure any pets in a separate room or crate during the inspection.

If you are unable to provide access during the scheduled time, please contact us immediately at [Insert Phone Number] or [Insert Email Address] to reschedule.

Failure to provide access for this safety check may result in [Insert Consequence, e.g., a service interruption or fine].

Thank you for your cooperation in keeping our community safe.

Sincerely,

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