

[Date]

[Tenant/Owner Name]

[Unit Number/Address]

[City, State, Zip Code]

Subject: Notice of Routine Gas Infrastructure Inspection

Dear Resident,

This letter is to inform you that we will be conducting a routine safety inspection of the gas infrastructure in your building. These checks are performed periodically to ensure the continued safety and efficiency of our gas lines and equipment.

Date of Inspection: [Insert Date]

Time Window: [Insert Time, e.g., 9:00 AM to 1:00 PM]

During this time, authorized technicians from [Company Name] will require access to [Common Areas / Individual Units / Meter Rooms].

What you need to do:

- Please ensure that access to gas meters or exposed piping is not obstructed.
- [Optional] An adult must be present to allow technicians entry into your unit.
- [Optional] You do not need to be home if access is only required for common areas.

Please note that your gas service [will / will not] be temporarily interrupted during this inspection. If an interruption is necessary, it is expected to last no longer than [Time Duration].

If you have any questions or need to reschedule access to your unit, please contact the building management office at [Phone Number] or [Email Address].

Thank you for your cooperation in keeping our building safe.

Sincerely,

[Your Name/Property Management Name]

[Contact Information]