

DATE: [Insert Date]

TO: [Tenant/Owner Name]

ADDRESS: [Property Address/Unit Number]

NOTICE: MANDATORY GAS SYSTEM INSPECTION

Dear [Name],

This letter serves as a formal advisory that a mandatory safety inspection of the gas system and appliances at your property is required. This inspection is conducted to ensure compliance with local safety regulations and to ensure the continued safety of all occupants.

Inspection Details:

- **Date:** [Insert Date]
- **Estimated Time:** [Insert Time Window, e.g., 9:00 AM - 12:00 PM]
- **Inspector Name/Company:** [Insert Name/Company]

What to Expect:

The certified technician will require access to all gas-operated appliances, including but not limited to the stove, water heater, and furnace. The inspection will involve testing for leaks and verifying that all ventilation systems are functioning correctly. The process typically takes [Insert Duration] minutes.

Your Action Required:

Please ensure that an adult (18+) is present to provide access to the premises at the scheduled time. Ensure that the areas surrounding gas appliances are clear of clutter to allow the technician to work safely.

If you are unable to make this appointment, please contact us immediately at [Insert Phone Number] or [Insert Email] to reschedule. Failure to provide access for this mandatory safety check may result in [Insert Consequence, e.g., a formal violation notice or temporary suspension of service].

Thank you for your cooperation in keeping our community safe.

Sincerely,

[Your Name/Signature]
[Your Title/Company Name]
[Contact Information]