

DATE: [Insert Date]

TO: All Tenants and Occupants of [Property Name/Address]

SUBJECT: NOTICE OF FIRE ALARM SYSTEM TESTING

Dear Tenants,

Please be advised that we will be conducting a mandatory inspection and test of the fire alarm system at [Property Address/Building Name].

Testing Schedule:

- **Date:** [Insert Date]
- **Time:** From [Start Time] to [End Time]

During this period, you will hear intermittent sounding of sirens, bells, and voice evacuation announcements. Strobe lights will also be activated. If your unit contains internal smoke detectors or speakers, technicians may require brief access to your space to ensure proper functionality.

Important Instructions:

- Please treat all alarms heard during the specified window as a test.
- No evacuation is necessary unless instructed otherwise by onsite staff or emergency personnel.
- Ensure all sensitive electronic equipment or noise-sensitive activities are managed accordingly.

We apologize for any inconvenience this may cause and thank you for your cooperation in ensuring the safety of our building.

If you have any questions, please contact the Property Management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]
Property Management