

Date: [Insert Date]

To: All Residents and Commercial Tenants

Property Address: [Insert Building Address]

Subject: ADVISORY: Mandatory Annual Fire Alarm System Testing

Dear Occupants,

Please be advised that the annual mandatory inspection and testing of the fire alarm system is scheduled to take place on the following date(s) and time(s):

- **Date(s):** [Insert Date Range]
- **Time:** From [Start Time] to [End Time]

This inspection is required by the local Fire Code to ensure the safety of all occupants. During this period, the fire alarm bells and speakers will be activated intermittently. Please be prepared for loud audible signals and flashing strobe lights.

Important Requirements:

- Technicians and building staff may require access to your individual unit to test smoke detectors and speakers.
- Please ensure that any pets are secured during the inspection window.
- You do not need to evacuate the building when the alarm sounds during these specific hours, unless instructed otherwise by on-site staff or emergency personnel.

Failure to provide access to your unit may result in a follow-up inspection at the occupant's expense.

We apologize for the noise and any inconvenience this may cause. We thank you for your cooperation in maintaining a safe environment.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Contact Phone Number]

[Contact Email]