

**Date:** [Insert Date]

**To:** All Tenants and Occupants of [Insert Building Name/Address]

**Subject:** Notice of Annual Fire Alarm System Testing

Dear Residents and Staff,

Please be advised that the annual inspection and testing of the fire alarm system for [**Insert Building Name**] is scheduled to take place on the following dates and times:

- **Start Date:** [Insert Date]
- **End Date:** [Insert Date]
- **Testing Hours:** [Insert Time, e.g., 9:00 AM to 5:00 PM]

During this period, technicians will be testing all notification appliances, including bells, horns, and strobe lights. You should expect intermittent loud ringing and flashing lights throughout the building. Each individual unit [will/will not] require access by the inspection team.

**Important Safety Note:** Please treat any fire alarm signal during these hours as a test. However, if a fire alarm remains continuous for an extended period or if you see smoke or fire, please follow standard emergency evacuation procedures immediately.

We apologize for any noise or inconvenience this necessary safety inspection may cause. This testing is required by local fire codes to ensure the safety of all occupants.

If you have any questions or specific concerns regarding access to your area, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Your Title/Position]

[Building Management/Company Name]