

[Property Management Name]
[Address]
[City, State, Zip Code]
[Phone Number]

[Date]

RE: NOTICE OF ANNUAL FIRE ALARM INSPECTION

Dear Resident,

Please be advised that the annual fire alarm inspection and testing for [Property Name/Building] is scheduled to take place on the following date(s):

Date: [Day of week, Date]

Time: [Start Time] to [End Time]

During this period, licensed technicians will be testing the fire alarm system. You can expect the following:

- Audible alarms, sirens, and strobe lights will be activated intermittently.
- Technicians [will/will not] require access to your individual unit to test smoke detectors.
- The elevators [may/will not] be grounded or out of service temporarily.

If unit access is required and you will not be home, please ensure that any pets are secured. Property management staff will accompany the technicians during the inspection of private units.

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

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

Sincerely,

[Your Name/Signature]
Property Manager