

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

[Date]

RE: NOTICE OF ANNUAL FIRE ALARM INSPECTION

Dear Resident,

This letter is to notify you that the annual inspection and testing of the fire alarm system for [Building Name/Address] is scheduled to take place on the following date(s):

Date(s): [Day of Week, Month Date, Year]

Time Window: [Start Time] to [End Time]

Local fire codes require this annual inspection to ensure the safety of all residents. During this time, technicians will be testing the alarms, which will involve intermittent loud ringing, sirens, and flashing strobe lights throughout the building and inside individual units.

Requirements for Inspection:

- Technicians [will/will not] require access to your individual apartment unit.
- If access is required and you will not be home, [Company Name/Management] will accompany the technician using a master key.
- Please ensure that any pets are secured in a crate or a separate room.

We apologize for any inconvenience caused by the noise during this essential safety check. If you have any questions or specific concerns regarding access to your unit, please contact the management office at [Phone Number] or [Email].

Thank you for your cooperation.

Sincerely,

[Name/Signature]

[Title]

[Property Management/Building Association]