

Date: [Insert Date]

Subject: Notice of Annual Fire Alarm System Testing

Dear Resident/Tenant,

Please be advised that the annual inspection and testing of the fire alarm system for [Insert Building Name/Address] is scheduled to take place on the following date and time:

Date: [Insert Date of Test]

Time: [Insert Start Time] to [Insert End Time]

During this period, you will hear intermittent sounding of the fire alarm bells and sirens throughout the building. You may also see flashing strobe lights. Please note that technicians will require access to [Common Areas / All Individual Units] to test smoke detectors and speakers.

What you need to do:

- You do not need to evacuate the building when you hear the alarm during these specific hours.
- Ensure that any pets are secured within your unit.
- If you have a security system, please ensure it is deactivated or in test mode if linked to the fire panel.

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

If you have any questions, please contact the Management Office at [Insert Phone Number].

Sincerely,

[Your Name/Property Management Name]

[Insert Contact Information]