

Date: [Insert Date]

To: All Residents and Tenants

Subject: Notice of Annual Fire Alarm 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(s):

Date(s): [Insert Date(s)]

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

During this period, contractors will be testing all alarm components. You should expect the following:

- Intermittent ringing of fire bells and sirens.
- Flashing of strobe lights throughout the building.
- Technicians requiring brief access to individual units to test smoke detectors (if applicable).

Please note that you do not need to evacuate the building when the alarms sound during these specific testing hours, unless notified otherwise by on-site staff or emergency personnel.

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

If you have any questions or have pets that may be sensitive to the noise, please contact the management office at [Insert Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management]

[Company Name]

[Contact Information]