

Date: [Insert Date]

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

Subject: Annual Notification of Asbestos-Containing Materials (ACM)

Dear Tenant,

In accordance with state and local regulations, this letter serves as the annual notification regarding the presence of Asbestos-Containing Materials (ACM) at [Insert Building Address].

Location of Materials:

Surveys conducted by certified professionals have identified or assume the presence of asbestos in the following areas of the building:

[Insert specific locations, e.g., floor tiles, pipe insulation, roofing materials, or ceiling textures].

Status and Safety:

The identified materials are currently in good condition and are being managed under our Operations and Maintenance (O&M) Plan. Asbestos-containing materials that are in good condition and remain undisturbed do not pose a health risk to building occupants.

Tenant Responsibilities:

To ensure the continued safety of all occupants, please adhere to the following guidelines:

- Do not drill, sand, cut, or disturb any walls, ceilings, or floors without prior written approval from management.
- Do not perform any repairs or renovations within your unit that may involve the materials listed above.
- Immediately report any damage to building materials (such as crumbling plaster or damaged floor tiles) to the Building Manager.

Additional Information:

The comprehensive Asbestos Management Plan and inspection reports are available for review during normal business hours at the Management Office located at [Insert Office Address].

If you have any questions regarding this notification, please contact [Insert Name/Department] at [Insert Phone Number].

Sincerely,

[Insert Name/Signature]

[Insert Title]

[Insert Property Management Company Name]