

Date: [Insert Date]

To: All Residents, Tenants, and Staff

From: [Property Management/Owner Name]

Subject: Notification Regarding Asbestos-Containing Materials in Common Areas

Dear Residents and Occupants,

This letter serves as a formal notification regarding the presence of Asbestos-Containing Materials (ACM) within the common areas of the building located at [Insert Building Address].

Location of Materials:

Asbestos-containing materials have been identified in the following shared locations:

- [e.g., Basement mechanical rooms]
- [e.g., Common hallway floor tiles]
- [e.g., Attic insulation]
- [e.g., Exterior stucco or roofing]

Safety Information:

Please be advised that as long as these materials are in good condition and remain undisturbed, they do not pose a health risk. The management team conducts regular inspections to ensure the integrity of these materials is maintained.

Required Precautions:

To ensure continued safety, all residents and guests must adhere to the following:

- Do not drill, sand, scrape, or damage walls, ceilings, or floors in the specified areas.
- Do not attempt to perform any repairs or renovations in common areas.
- Immediately report any visible damage, such as crumbling tiles or fraying pipe insulation, to [Insert Contact Person/Department] at [Insert Phone Number].

Management Actions:

We are committed to maintaining a safe environment. Any maintenance or abatement work involving these materials will be performed by licensed professionals in accordance with all state and federal safety regulations. Advance notice will be provided before any such work begins.

If you have any questions regarding this notice, please contact the management office at [Insert Email/Phone].

Sincerely,

[Signature]

[Printed Name]

[Title/Company Name]