

Follow-up on Fire Safety Inspection

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. As part of our ongoing commitment to ensuring the safety and well-being of our residents, we recently conducted a fire safety inspection of your unit ([Unit Number]) on [Inspection Date].

During the inspection, we found the following items that require your attention:

- [Item 1: Description]
- [Item 2: Description]
- [Item 3: Description]

We kindly ask that you address these items by [Deadline for Completion] to ensure the safety of your living environment and to comply with fire safety regulations.

If you have any questions or need assistance, please do not hesitate to contact us at [Contact Information]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]