

Notification of Upcoming Carbon Monoxide Detector Inspection

Dear [Resident's Name],

This letter is to inform you that a routine inspection of the carbon monoxide detectors in your unit will take place on [Date] at [Time]. It is essential to ensure that all safety equipment is functioning properly to protect you and your loved ones.

Please ensure that access to your unit is available during the scheduled time. If you have any questions or require rescheduling, feel free to contact us at [Contact Information].

Thank you for your cooperation in keeping our community safe.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]