

Important Update on Carbon Monoxide Detector Maintenance

Dear Tenants,

We hope this message finds you well. We are writing to inform you about the upcoming maintenance of the carbon monoxide detectors in your unit.

Date of Maintenance: [Insert Date]

Time: [Insert Time]

Please ensure that all accessible areas around the detectors are clear to facilitate the inspection and maintenance process. Your safety is our priority, and we appreciate your cooperation.

If you have any questions or concerns, please do not hesitate to reach out to our office at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Title]
[Company/Organization Name]