

# Important Safety Alert

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

This is a friendly reminder that it is time for your annual carbon monoxide detector safety check. Your safety is our top priority, and ensuring your carbon monoxide detectors are functioning properly is crucial.

Please ensure that:

- Your detectors are tested regularly.
- Batteries are replaced at least once a year.
- The units are replaced every five to seven years, or according to the manufacturer's instructions.

If you have any questions or require assistance, please do not hesitate to contact us at [Insert Contact Information].

Stay safe!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]