

# Fire Risk Assessment Notification

[Date]

[Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name],

This letter serves to notify you that a fire risk assessment has been conducted for the property located at [Property Address]. Our assessment took place on [Assessment Date] and was carried out in accordance with the current fire safety regulations.

Key findings of the assessment include:

- Identification of potential fire hazards
- Evaluation of existing fire safety measures
- Recommendations for improvement

We kindly request your attention to the following action items:

- [Action Item 1]
- [Action Item 2]
- [Action Item 3]

Please address these issues by [Deadline Date]. It is vital to ensure the safety of all tenants and to comply with fire safety regulations.

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

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]