

[Sender Name/Department]
[Organization Name]
[Address]
[City, State, Zip Code]
[Date]

[Recipient Name/Tenant Name]
[Property Address]
[Unit Number]
[City, State, Zip Code]

**RE: NOTICE OF INTENT TO ENTER PROPERTY FOR SAFETY COMPLIANCE
AUDIT**

Dear [Recipient Name],

This letter serves as formal notice that [Organization Name] will be conducting a mandatory Safety Compliance Audit at the property located at [Property Address].

The audit is scheduled to take place on:

Date: [Date of Audit]

Estimated Time: [Start Time] to [End Time]

The purpose of this entry is to ensure that the premises meet all current safety regulations, building codes, and health standards. The inspection will include, but is not limited to, the following:

- Testing of smoke and carbon monoxide detectors.
- Inspection of fire extinguishers and sprinkler systems.
- Review of emergency exits and pathways.
- Identification of potential electrical or structural hazards.

Entry is being made pursuant to the terms of your [Lease Agreement/Contract] and local regulations. You are not required to be present during the audit; however, please ensure that all pets are secured and that the audit team has unobstructed access to all areas of the property, including utility rooms and closets.

If there are any specific concerns or scheduling conflicts that must be addressed, please contact [Contact Person Name] at [Phone Number] or [Email Address] no later than [Deadline Date/Time].

Thank you for your cooperation in maintaining a safe environment.

Sincerely,

[Signature]
[Printed Name]
[Title]