[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Alarm Service Provider Name]
[Provider Address]
[City, State, Zip Code]

Subject: Request for Annual Alarm System Verification and Maintenance

Dear [Contact Name or Customer Service Department],

I am writing to request the annual verification and inspection of the alarm system installed at the following location:

[Address of Property to be Inspected]
Account Number: [Your Account Number]

In accordance with our service agreement and for insurance compliance purposes, I would like to schedule a technician to perform a comprehensive test of the system. This should include:

- Testing of all sensors, motion detectors, and door/window contacts.
- Battery strength check for the control panel and wireless components.
- Verification of the communication link with the monitoring center.
- Testing of audible sirens and visual indicators.
- Updating of emergency contact information.

Please contact me at [Phone Number] or [Email Address] to confirm a date and time for this appointment. I would prefer a scheduled visit during the week of [Preferred Date Range].

Upon completion of the inspection, please provide a written certification or report confirming that the system is fully operational.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]