

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: NFPA Fire Safety Audit Notification

Dear [Recipient Name],

We are writing to inform you that a fire safety audit will be conducted at [Location/Facility Name] in accordance with the National Fire Protection Association (NFPA) standards. This audit is scheduled for [Date] at [Time].

The purpose of the audit is to evaluate our current fire safety measures, ensure compliance with NFPA regulations, and identify areas for improvement. This initiative underscores our commitment to maintaining a safe environment for all employees, visitors, and stakeholders.

Please ensure that all relevant personnel are available during the audit process and that necessary documentation related to fire safety protocols is readily accessible.

Should you have any questions regarding this audit, feel free to reach out to [Contact Person] at [Contact Email] or [Contact Phone Number].

Thank you for your cooperation and commitment to fire safety.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]