April \_\_, 2022

Dear Residents:

As you know, in case of a fire, smoke could spread throughout the building due to malfunctioning self-closing doors. Accordingly, we are asking all residents to take a moment to check their apartment entrance door to confirm that the self-closing mechanism is functioning properly.

To test your entrance door, simply open the door wide and let it go. The door should close completely on its own without any help from you.

**PLEASE CHECK YOUR DOOR AS SOON AS POSSIBLE.**

If your door does not completely self-close, you should contact building maintenance immediately to have your self-closing mechanism adjusted or repaired at no charge (insert contact information).

Thank you for your prompt attention to this critical fire safety issue.