

Dear [Tenant's Name],

We hope this message finds you well. This letter serves as a reminder regarding the regulations associated with the use of balconies in our community.

Balcony Use Regulations

1. Balconies must be kept clean and free of personal items that may pose a safety hazard.
2. Only outdoor furniture designed for balcony use is permitted.
3. Residents are prohibited from hanging laundry or placing any items that obstruct the view or violate community aesthetics.
4. Barbecuing or using open flames on the balcony is strictly prohibited.
5. Please be considerate of your neighbors and limit noise during late hours.

We appreciate your cooperation in maintaining a pleasant living environment. If you have any questions or concerns, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Company/Building Name]
[Contact Information]