

# Policy on Balcony Usage for Tenants

Date: [Insert Date]

Dear [Tenant Name],

We hope this message finds you well. As part of our commitment to maintaining a safe and enjoyable living environment, we would like to remind you of our policy regarding the usage of balconies in our building.

## Balcony Usage Guidelines

- Personal items such as plants, furniture, and decorations should not obstruct emergency exits.
- No open flames, including candles and barbecues, are permitted on balconies.
- Noise levels should be kept to a minimum to respect the peace of fellow residents.
- Smoking is prohibited on balconies to ensure a healthy environment for all tenants.
- Please do not feed birds or other wildlife from your balcony.

Failure to adhere to these guidelines may result in necessary action to ensure compliance. We appreciate your cooperation in this matter.

If you have any questions or concerns regarding this policy, feel free to reach out to our management team.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Company/Property Management Name]