

Dear Tenants,

This letter is to inform you about the upcoming balcony inspection scheduled for our building.

Inspection Date: [Insert Date]

Time: [Insert Time]

During this inspection, a representative will be checking the condition of all balconies to ensure safety and compliance with maintenance standards.

Please make sure that your balcony is accessible and free of personal items on the day of the inspection.

If you have any questions or concerns, feel free to reach out to the management office.

Thank you for your cooperation!

Sincerely,

[Your Management Team]