

Dear [Tenant's Name],

We hope this message finds you well. This letter serves as a notification regarding the upcoming balcony maintenance scheduled for your unit.

Maintenance Details:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Tasks to be Carried Out:**
 - Inspection of balcony structure
 - Cleaning and removal of debris
 - Repairs as needed

Please ensure that the balcony is clear of personal belongings during the maintenance hours. We appreciate your cooperation and understanding.

If you have any questions or concerns, feel free to contact us at [Contact Information].

Thank you,

[Your Name]

[Your Position]

[Property Management Company Name]