

Balcony Maintenance Timetable

Dear [Renter's Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining a safe and pleasant living environment, we have established a balcony maintenance timetable that outlines scheduled maintenance activities for your unit.

Maintenance Schedule:

Date	Maintenance Activity	Time	Notes
[Insert Date]	Inspection of balcony safety features	10:00 AM - 12:00 PM	Please ensure access to the balcony.
[Insert Date]	Painting and weatherproofing	1:00 PM - 4:00 PM	Move any furniture away from the balcony.
[Insert Date]	Cleaning and maintenance	9:00 AM - 11:00 AM	Minimal disruption expected.

If you have any questions or concerns regarding this timetable, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Contact Information]
[Property Management Company]