

Notice of Balcony Repair

Date: [Insert Date]

Dear Residents,

We hope this message finds you well. This letter is to inform you that maintenance work will take place on the balconies of our building. The repairs are necessary to ensure the safety and integrity of the structures.

Repair Schedule:

Start Date: [Insert Start Date]

End Date: [Insert End Date]

Time: [Insert Time]

During the repair period, please be advised to refrain from using the balconies and to move any personal belongings to avoid damage. Our maintenance team will do their utmost to complete the work promptly and minimize disruptions.

We appreciate your cooperation and understanding as we work to enhance the living conditions for all residents. Should you have any questions or concerns, please do not hesitate to contact the management office.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Management Company Name]

[Contact Information]