

Balcony Service Appointment Notification

Dear [Tenant's Name],

We hope this message finds you well. This is to inform you that we have scheduled a balcony service appointment for your unit located at [Apartment Number or Address].

Date: [Date]

Time: [Time]

During this appointment, our maintenance team will be performing necessary maintenance and safety checks on your balcony. We kindly ask that you ensure the area is clear of any personal belongings to facilitate this process.

If you have any questions or cannot be present during this time, please feel free to contact us at [Contact Information].

Thank you for your cooperation.

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