

Notice of Scheduled Balcony Repairs

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that we will be conducting necessary repairs on the balconies of our building, and your balcony is included in this schedule.

Repair Schedule:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]

Please ensure that any personal items are removed from the balcony prior to the scheduled repairs. We apologize for any inconvenience this may cause and appreciate your understanding as we work to maintain the safety and integrity of our building.

If you have any questions or concerns, feel free to contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Building Management Company Name]