

Balcony Restoration Timeline

Date: [Insert Date]

Dear [Tenant's Name],

We are writing to inform you about the upcoming restoration work scheduled for your balcony. Below is the timeline for the restoration process:

Restoration Timeline

- **Week 1 (Dates):** Initial inspection and assessment of the balcony.
- **Week 2 (Dates):** Removal of old materials and preparation of the surface.
- **Week 3 (Dates):** Installation of new flooring and railings.
- **Week 4 (Dates):** Finishing touches and cleanup.

Please plan accordingly as access to your balcony may be restricted during this period. We appreciate your understanding and cooperation as we work to enhance your living space.

If you have any questions or concerns regarding the timeline, feel free to reach out to us.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position]
[Contact Information]