

Notice of Balcony Repairs and Maintenance

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that scheduled repairs and maintenance on the balcony of your unit ([Unit Number]) will take place on [Date] from [Start Time] to [End Time].

During this time, access to your balcony will be restricted. We apologize for any inconvenience this may cause and appreciate your cooperation as we work to ensure the safety and upkeep of the property.

If you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

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