

# Notice of Upcoming Balcony Repairs

Dear [Tenant's Name],

We would like to inform you that scheduled repairs on the balconies of the building will commence on [Start Date] and are expected to last until [End Date].

## Repair Schedule

The repair work will take place from [Start Time] to [End Time] on the following days:

- [Date 1]
- [Date 2]
- [Date 3]

## Tenant Instructions

1. Please ensure that all personal items are removed from the balcony before the repair dates.
2. Avoid using the balcony during the repair times.
3. If you have any concerns or special requirements, please contact the management office at [Contact Information].

We appreciate your cooperation and understanding during this necessary maintenance work.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]