

Important Announcement: Balcony Safety Inspection

Dear Residents,

We hope this message finds you well. As part of our commitment to ensuring the safety and well-being of all residents, we will be conducting a balcony safety inspection on **[Date]**.

The inspection will take place between **[Start Time]** and **[End Time]**. Our maintenance team will be inspecting all balconies to assess structural integrity and safety standards.

Please ensure that:

- All personal items are removed from balconies.
- Access is clear for our team.
- Pets are kept indoors during the inspection.

We appreciate your cooperation and understanding as we strive to maintain a safe living environment for everyone. If you have any questions or concerns, please feel free to contact the management office at **[Contact Information]**.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Property Name]