

# Balcony Safety Inspection Notification

Dear [Resident's Name],

This is to inform you that a balcony safety inspection will be conducted in your unit on [Date] at [Time]. It is important for us to ensure the safety and integrity of all balconies in our building.

Please make sure that access to your balcony is clear for the inspection team.

If you have any questions or concerns, please do not hesitate to contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company]