

Balcony Safety Inspection Reminder

Dear [Resident's Name],

This is a friendly reminder that the scheduled balcony safety inspection for your unit, [Unit Number], will take place on [Date] at [Time].

Please ensure that access to your balcony is clear for our inspectors. This inspection is important to ensure the safety and integrity of all balconies in our building.

If you have any questions or need to reschedule, please contact the management office at [Contact Information].

Thank you for your cooperation.

Best regards,
[Your Name]
[Your Position]
[Building/Property Management Name]
[Contact Information]