

**Date:** [Insert Date]

**To:** [Tenant/Owner Name]

**Address:** [Unit Number and Street Address]

**Subject: Notice of Balcony Inspection Violation - Unauthorized Barbecue Grill**

Dear [Tenant/Owner Name],

On [Date of Inspection], a routine inspection was conducted of the building exterior and balconies. During this inspection, it was noted that an unauthorized barbecue grill is currently located on your balcony.

According to [Section/Rule Number] of the [Lease Agreement / Association Bylaws / Fire Code], the use or storage of [Propane / Charcoal / All] grills on balconies is strictly prohibited due to fire safety regulations and insurance requirements.

**Required Action:**

Please remove the grill from your balcony immediately. A follow-up inspection will be conducted on [Date of Re-inspection] to ensure the item has been removed.

Failure to comply with this notice may result in [Fines / Formal Lease Violation / Legal Action].

If you have already removed the item or believe this notice was sent in error, please contact the management office at [Phone Number] or [Email Address].

Thank you for your prompt cooperation in keeping our community safe.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]