

Date: [Insert Date]

To: [Resident Name]

Address: [Unit Number/Property Address]

RE: ACTION REQUIRED - REMOVAL OF LAUNDRY FROM BALCONY

Dear [Resident Name],

It has been observed that laundry, clothing, or linens are currently being hung or displayed on your balcony. This is a notification to inform you that this is in violation of [Property Name/Homeowners Association] rules and regulations.

According to [Section/Article] of the community guidelines, balconies must be kept clear of laundry and drying racks to maintain the aesthetic standards and safety of the building.

Required Action:

Please remove all laundry and drying equipment from your balcony immediately. We request that this be completed by [Insert Deadline Date/Time].

Failure to comply with this request may result in [mention consequence, e.g., formal fines or further administrative action].

Thank you for your prompt cooperation in keeping our community well-maintained. If you have any questions, please contact the management office at [Insert Phone Number].

Sincerely,

[Your Name/Property Manager Name]

[Management Company/Association Name]