

DATE: [Insert Date]

TO: [Tenant Name(s)]

ADDRESS: [Unit Number and Street Address]

SUBJECT: FINAL WARNING - UNAUTHORIZED HANGING OF LAUNDRY ON BALCONY

Dear [Tenant Name],

This is a formal and final warning regarding the hanging of laundry, clothing, or linens on your balcony. Despite previous notices sent to you on [Date of First Notice] and [Date of Second Notice], we have observed that this violation of your lease agreement continues to occur.

As stated in your signed Lease Agreement and the Building Rules and Regulations (Section [Insert Section Number]), the hanging of any items over balcony railings or the use of balconies for drying laundry is strictly prohibited. This policy is in place to maintain the aesthetic standards of the property and to ensure the safety of all residents.

REQUIRED ACTION:

You are required to remove all laundry from your balcony immediately. You must refrain from hanging items on the balcony at all times moving forward.

Failure to comply with this final notice will result in further administrative action, which may include fines as outlined in the building policy or the commencement of formal eviction proceedings for breach of contract.

We trust that you will rectify this matter immediately to avoid further action.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Contact Phone Number]