

Date: [Insert Date]

To: [Tenant Name]

Unit Number: [Insert Unit Number]

Property Address: [Insert Property Name/Address]

Subject: FIRST WARNING - PROHIBITED ITEM ON BALCONY

Dear [Tenant Name],

This letter serves as a formal warning regarding the hanging of laundry, clothes, or linens on your balcony railings or in view of the public areas.

It has been observed that laundry was being dried on your balcony on [Insert Date/Time].

Please be advised that according to the [Lease Agreement / Building Rules and Regulations], Section [Insert Section Number if applicable], residents are prohibited from hanging laundry, clothing, rugs, or any other items on balcony railings or in any manner that is visible from the street or common areas. This rule is in place to maintain the aesthetic standards and professional appearance of the building.

Action Required:

Please remove all laundry from your balcony immediately. Future drying of laundry must be done inside your unit or using the provided building amenities.

Failure to comply with this notice or repeated violations may result in further administrative action, fines, or formal breach of lease proceedings.

Thank you for your immediate cooperation in keeping our community beautiful.

Sincerely,

[Your Name/Signature]

[Title/Position]

[Management Company Name]

[Contact Phone Number]