

Date: [Insert Date]

To: [Tenant/Owner Name]

Address: [Unit Number and Building Name]

Subject: Formal Warning Regarding Balcony Laundry Display

Dear [Recipient Name],

This letter serves as a formal warning regarding the display of laundry, clothing, or linens on your balcony. It has been observed that items are being hung over the railing or on drying racks in plain view of the public and other residents.

Under the terms of your [Lease Agreement / Building Bylaws], specifically Section [Insert Section Number], residents are prohibited from hanging laundry on balconies. This policy is in place to maintain the aesthetic standards of the building and to ensure a consistent appearance for all residents.

Required Action:

Please remove all laundry from your balcony immediately. Future drying of clothes must be done inside your unit or by using the facilities provided for that purpose.

Failure to comply with this request may result in further administrative action, including fines or other penalties as outlined in your agreement.

We appreciate your immediate cooperation in keeping our community well-presented.

Sincerely,

[Your Name/Signature]

[Your Title/Position]

[Property Management Name/Building Committee]