

Date: [Insert Date]

To: All Residents / [Resident Name]

From: [Management Name/Homeowners Association]

Subject: Friendly Reminder: Balcony Usage and Laundry Rules

Dear Resident,

We hope you are enjoying your time at [Property Name].

We are writing to provide a friendly reminder regarding the building's policies on balcony usage. To maintain the aesthetic appearance of our community and ensure a pleasant environment for all neighbors, the hanging of laundry, towels, rugs, or clothing over balcony railings or on drying racks visible from the street is not permitted.

We kindly ask that you use indoor drying racks or the provided laundry facilities for drying your items. We appreciate your cooperation in keeping our building looking its best.

Thank you for your understanding and for being a valued member of our community.

Best regards,

[Your Name/Signature]

[Your Title/Office]

[Contact Information]