

Date: [Date]

To: [Tenant Name(s)]

Address: [Property Address/Unit Number]

RE: NOTICE OF LEASE VIOLATION - UNAUTHORIZED ITEMS ON BALCONY

Dear [Tenant Name],

This letter serves as formal notice that you are in violation of your lease agreement regarding the usage of your balcony/patio area.

It has been observed that you are hanging laundry, clothing, or linens over the balcony railings or in public view. According to Section [Section Number] of your Lease Agreement [or House Rules]:

"Balconies and patios must be kept clean and orderly. Hanging of laundry, clothing, rugs, or other items on balcony railings or from the ceiling of the balcony is strictly prohibited."

To resolve this violation, please remove all hanging items immediately. Failure to comply with this request may result in further action, including fines or the initiation of eviction proceedings as permitted by your lease and local laws.

We appreciate your immediate cooperation in keeping our community clean and visually appealing for all residents.

Sincerely,

[Your Name/Management Name]

[Property Name]

[Phone Number]