

**Date:** [Insert Date]

**To:** [Tenant/Owner Name]

**Address:** [Insert Property Address/Unit Number]

**RE: NOTICE OF INFRACTION - PROHIBITED EXTERIOR LAUNDRY DRYING**

Dear [Name],

This letter serves as a formal notice regarding an infraction of the [Homeowners Association / Apartment Complex / Rental Agreement] rules observed at your residence.

On [Date of Observation], it was noted that laundry, clothing, or linens were being hung to dry on the [balcony / patio / fence / exterior railing].

According to [Section/Article Number] of the [Governing Documents/Lease Agreement], "Hanging, drying, or airing of clothing, towels, or laundry on any exterior portion of the property visible from the street or common areas is strictly prohibited."

**Required Action:**

Please remove all hanging items immediately. We request that you utilize indoor drying racks or the provided laundry facilities for all future drying needs.

Failure to comply with this notice may result in [fines / further disciplinary action / legal remedies] as outlined in your agreement.

If you have already corrected this issue, please consider this notice a formal record of the occurrence. If you have any questions, you may contact the management office at [Phone Number].

Sincerely,

[Your Name/Signature]

[Title/Property Management Name]