

**Date:** [Insert Date]

**To:** All Residents / [Resident Name]

**Unit Number:** [Insert Unit Number]

**Subject:** Notice Regarding Balcony Appearance and Safety

Dear Resident,

This letter serves as a reminder regarding the building's policies concerning balcony and patio appearance. To maintain the aesthetic appeal and safety standards of our community, we ask that all residents adhere to the following guidelines:

- **Approved Items:** Only outdoor-appropriate furniture and small potted plants are permitted on balconies.
- **Prohibited Items:** Balconies should not be used for general storage. Prohibited items include, but are not limited to, bicycles, indoor furniture, cardboard boxes, trash, and cleaning equipment.
- **Laundry:** Hanging laundry, rugs, or towels over the balcony railings is strictly prohibited.
- **Safety:** Please ensure that all items are secured to prevent them from falling or being blown away during high winds.

We kindly request that you inspect your balcony and remove any non-compliant items by [Insert Deadline Date]. Management will be performing a walkthrough of the exterior premises on [Insert Inspection Date] to ensure compliance.

Thank you for your cooperation in keeping our building looking its best for everyone.

Sincerely,

[Your Name/Signature]

Property Manager

[Property Management Company Name]

[Contact Phone Number]