

**DATE:** [Insert Date]

**TO:** [Tenant Name(s)]

**ADDRESS:** [Unit Number and Building Name]

**SUBJECT: SECOND NOTICE - VIOLATION OF RULES REGARDING LAUNDRY ON BALCONY**

Dear [Tenant Name],

We are writing to you regarding a follow-up inspection of the property premises. On [Insert Date of First Notice], a formal notice was sent to you regarding the hanging of laundry, clothes, or linens on your balcony.

As of [Insert Date of Recent Observation], it has been noted that this violation is still occurring. Please be advised that per Section [Insert Section Number] of your Lease Agreement and/or the Building Rules and Regulations, the hanging of any items over balcony railings or the use of drying racks in visible balcony areas is strictly prohibited.

This policy is in place to maintain the aesthetic standards of the community and to prevent potential safety hazards.

**Required Action:**

Please remove all laundry from your balcony immediately. You are required to remain in compliance with this rule at all times moving forward.

Failure to comply with this second request may result in further administrative actions, including but not limited to, formal fines or legal proceedings as outlined in your rental agreement.

If you have already corrected this issue, please disregard this notice. If you have questions, please contact the management office at [Insert Phone Number].

Sincerely,

[Your Name/Property Manager Name]

[Building Management Name]