

**Date:** [Insert Date]

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

**Property Address:** [Insert Full Property Address]

**Subject: Notice of Breach of Tenancy Agreement - Hanging Laundry on Balcony**

Dear [Tenant Name],

It has been brought to our attention that laundry, clothing, or linens are being hung or displayed on the balcony of the above-mentioned property.

Please be advised that this is a breach of your Tenancy Agreement and/or the Building Rules (Bylaws). Specifically, Section [Insert Clause Number, e.g., 12.4] states that tenants must not hang laundry, bedding, or other articles on the balcony or in any area visible from the exterior of the building.

This policy is in place to maintain the aesthetic standards of the building and to ensure compliance with local regulations.

**Action Required:**

Please remove all laundry items from the balcony immediately. We request that you utilize indoor drying racks or the clothes dryer provided (if applicable) for all future laundry needs.

A follow-up inspection will be conducted on [Insert Date] to ensure that this issue has been rectified. Failure to comply with this notice may result in further formal action, which could affect your tenancy.

If you have any questions regarding this matter, please contact our office at [Insert Phone Number].

Thank you for your prompt cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]