

Date: [Insert Date]

To: All Residents / Occupants of [Building Name/Floor Number]

Subject: NOTICE TO REMOVE PERSONAL ITEMS FROM COMMON CORRIDORS

Dear Resident,

This is an official notice regarding the placement of personal belongings in the building corridors and common areas. It has been observed that items such as [List items, e.g., shoes, bicycles, boxes, or mats] are currently being stored outside your unit.

Please be advised that common corridors must be kept clear at all times for the following reasons:

- **Fire Safety:** Obstructions hinder emergency evacuation routes and access for emergency services.
- **Maintenance:** Items prevent proper cleaning and upkeep of the building.
- **Building Regulations:** Storage in common areas is a violation of the [Tenancy Agreement / Building Bylaws].

Action Required: Please remove all personal items from the corridor by [Insert Deadline Date/Time].

Failure to comply with this request may result in the items being removed and disposed of by building management without further notice. Any costs associated with the removal may be charged to the resident.

We appreciate your cooperation in keeping our building safe and tidy for everyone.

Sincerely,

[Your Name/Signature]

[Your Title/Position]

[Building Management Name]