

Date: [Insert Date]

To: [Recipient Name/Tenant Name]

Address: [Property Address/Unit Number]

Subject: Notice to Remove Loose Exterior Items

Dear [Recipient Name],

This letter is a formal request regarding the condition of the exterior areas of your property. During a recent inspection on [Date], it was noted that there are several loose items stored outside, including:

- [Item 1]
- [Item 2]
- [Item 3]

For reasons of safety, property maintenance, and compliance with [Community Rules / Lease Agreement / Local Ordinances], we require that these items be removed or properly stored within an enclosed area by [Deadline Date].

Loose items can become hazards during high winds, attract pests, or negatively impact the appearance of the neighborhood. Please ensure the porch, yard, and walkways are cleared of all unauthorized materials by the date mentioned above.

A follow-up inspection will be conducted on [Follow-up Date] to confirm the items have been removed.

Thank you for your prompt cooperation in keeping our community safe and orderly.

Sincerely,

[Your Name/Management Name]

[Your Title/Company Name]

[Phone Number]

[Email Address]