

Date: [Insert Date]

Subject: Notice of Window and Balcony Structural Maintenance

Dear [Resident Name/Occupant],

This letter is to inform you that essential structural maintenance and inspections will be conducted on the windows and balconies of [Building Name/Address].

Scheduled Work Dates: [Start Date] to [End Date]

Work Hours: [Start Time] to [End Time]

The scope of work includes:

- Inspection of balcony railings and floor slabs.
- Testing of window seals and structural attachments.
- Minor repairs and cleaning of drainage systems.
- [Insert Additional Work Here]

Important Requirements for Residents:

- Please remove all furniture, plants, and personal items from your balcony by [Date].
- Ensure all windows are tightly closed and locked during work hours.
- Be advised that workers may be visible outside your windows via scaffolding or platforms.

We apologize for any noise or inconvenience this necessary safety maintenance may cause. These actions are required to ensure the long-term structural integrity of the building.

If you have any questions, please contact the Management Office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Management Company]
[Contact Information]