

[Date]

[Tenant Name]

[Unit Number]

[Property Address]

NOTICE OF BALCONY AND PATIO RESTORATION

Dear Resident,

Please be advised that restoration work is scheduled to take place on the balconies and patios of your building. This work is necessary to ensure the structural integrity and aesthetic quality of the property.

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

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

Required Actions:

- Please remove all personal items, including furniture, plants, and floor coverings, from your balcony/patio by [Deadline Date].
- Ensure all sliding doors and windows leading to the balcony/patio are closed and locked during working hours.
- Keep pets indoors while work is being performed.

Please note that there may be increased noise, dust, and vibration during this period. Workers may require access to your balcony via scaffolding or ladders. Management is not responsible for items left on the balcony after the removal deadline.

We apologize for any inconvenience this may cause and thank you for your cooperation in maintaining our community.

Sincerely,

[Your Name/Property Manager]

[Management Company Name]

[Contact Phone Number]