

Date: [Insert Date]

To: [Tenant Name(s)]

Address: [Unit Number and Street Address]

RE: FIRST WARNING - VIOLATION OF SMOKING POLICY

Dear [Tenant Name],

This letter serves as a formal warning regarding a violation of the non-smoking policy as outlined in your residential lease agreement for the property located at [Address].

On [Date of Violation], it was reported/observed that smoking occurred in a prohibited area, specifically: [Location, e.g., inside the unit, on the balcony, or common area].

As per your lease agreement, smoking is strictly prohibited in these areas to ensure the health, safety, and comfort of all residents, as well as to maintain the condition of the property. Smoking causes damage to the unit, including odors and stains, which may result in additional cleaning or repair costs.

Required Action:

Please cease all smoking activities in prohibited areas immediately. This is your first warning. Further violations may result in additional fines, charges for professional smoke remediation, or the initiation of eviction proceedings.

If you believe this warning has been issued in error, or if you have questions regarding the designated smoking areas on the premises, please contact the management office at [Phone Number] or [Email Address] within [Number] days.

Thank you for your immediate cooperation in keeping our community smoke-free.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]