

Date: [Insert Date]

To: [Tenant Name(s)]

Address: [Property Address and Unit Number]

SUBJECT: SECOND NOTICE OF LEASE VIOLATION - SMOKING POLICY

Dear [Tenant Name],

This is a formal second notice regarding a violation of your residential lease agreement. On [Date of First Notice], you were notified in writing of a breach concerning the non-smoking policy at the above-mentioned premises.

It has been brought to our attention that smoking has continued to occur [in the unit / on the balcony / in common areas] on [Date/Time of new incident]. As per Section [Insert Section Number] of your signed Lease Agreement, smoking is strictly prohibited in these areas.

This letter serves as a final demand for you to cease all smoking activities on the property immediately. This behavior interferes with the quiet enjoyment of other residents and poses a fire hazard and potential property damage.

Please be advised that further violations will result in additional actions, which may include:

- Fines as outlined in your lease agreement.
- Cleaning and restoration costs to remove smoke odors and residue.
- Commencement of eviction proceedings for breach of contract.

We value you as a tenant and hope that this matter can be resolved without further escalation. Please contact the management office at [Phone Number] if you have any questions regarding this notice.

Sincerely,

[Your Name / Property Manager Name]

[Company Name]

[Contact Information]