

Date: [Insert Date]

To: [Recipient Name]

Address: [Unit Number / Property Address]

Subject: FORMAL WARNING - VIOLATION OF NON-SMOKING POLICY

Dear [Recipient Name],

This letter serves as a formal warning regarding reported smoking activities in the common areas of the property located at [Property Name/Address].

It has been brought to our attention that on [Date of Incident], you were observed smoking in [Specific Area, e.g., the hallway, lobby, or parking garage]. This behavior is a direct violation of the [Lease Agreement / Building Rules and Regulations], which strictly prohibits smoking in all common areas to ensure the health, safety, and comfort of all residents.

Please be advised that the common areas include, but are not limited to:

- Hallways and stairwells
- Elevators and lobbies
- Shared outdoor patios or balconies
- Parking facilities
- Laundry rooms

We request that you cease smoking in these restricted areas immediately. Continued failure to comply with this policy may result in further action, including monetary fines or the termination of your residency agreement.

If you have any questions regarding this notice or the building policies, please contact the management office at [Phone Number] or [Email Address].

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Signature]

[Title/Position]

[Property Management Company Name]