

Date: [Date]

To: [Tenant Name(s)]

Address: [Unit Number and Street Address]

Subject: NOTICE OF LEASE VIOLATION - UNAUTHORIZED BALCONY SMOKING

Dear [Tenant Name],

This letter serves as a formal notice regarding reported smoking on your private balcony. According to our records and the terms of your Lease Agreement, smoking is strictly prohibited in all areas of the property, including individual balconies and patios.

Section [Insert Section Number] of your lease states: "[Insert specific quote from lease regarding smoking policy, e.g., Smoking is not permitted anywhere on the premises, including outdoor areas attached to the unit]."

This policy is in place to ensure the health and safety of all residents, prevent fire hazards, and reduce the impact of secondhand smoke on neighboring units.

Required Action:

You are required to cease all smoking on your balcony immediately. Failure to comply with this policy is a violation of your lease agreement and may result in further action, including fines or the termination of your tenancy.

If you have any questions regarding this notice or wish to discuss this matter, please contact the management office at [Phone Number] or [Email Address].

We appreciate your immediate cooperation in keeping our community smoke-free.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]