

**Date:** [Insert Date]

**To:** [Tenant Name/Business Name]

**Address:** [Suite Number/Unit], [Building Address]

**RE: NOTICE OF SMOKING POLICY INFRACTION**

Dear [Tenant Contact Name],

This letter serves as a formal notice regarding a violation of the smoking policy established in your commercial lease agreement dated [Lease Start Date] for the premises located at [Property Address].

**Details of Infraction:**

- **Date of Occurrence:** [Date]
- **Time of Occurrence:** [Time]
- **Location:** [Specific area, e.g., Suite 200, Common Hallway, Near Air Intake]
- **Description:** [Briefly describe the observation or evidence of smoking/vaping]

Per Section [Insert Section Number] of your lease agreement, smoking is strictly prohibited in [the entire building / designated non-smoking areas]. This policy is in place to ensure the safety, health, and comfort of all tenants, as well as to comply with local fire codes and insurance requirements.

Please consider this a formal warning. We request that you immediately take the necessary steps to ensure that your employees, clients, and guests adhere to the non-smoking regulations. Continued violations may result in further action, including but not limited to fines, cleaning fees, or legal proceedings for breach of lease.

If you believe this notice has been issued in error, or if you have taken corrective measures, please contact the Management Office at [Phone Number] or [Email Address] within [Number] business days.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Title/Position]

[Property Management Company/Landlord Name]