

**Date:** [Date]

**To:** [Tenant Name]

**Address:** [Apartment Number and Street Address]

**RE: NOTICE OF LEASE VIOLATION - SMOKING POLICY**

Dear [Tenant Name],

This letter serves as a formal notice that you are in violation of your Lease Agreement regarding the smoke-free policy at [Property Name/Address].

On [Date of Violation], it was reported or observed that smoking occurred in [Location, e.g., your unit/the balcony/common areas]. Per Section [Section Number] of your signed Lease Agreement, this building is a designated smoke-free environment. This policy prohibits the smoking of tobacco, cannabis, or the use of e-cigarettes/vaping devices anywhere on the premises.

Smoking poses a significant fire hazard, increases maintenance costs, and interferes with the health and comfort of other residents.

**Action Required:**

You are required to cease all smoking activities on the property immediately. Failure to comply with this policy in the future may result in further legal action, including monetary fines or the termination of your tenancy.

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

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]