

Date: [Current Date]

To: [Tenant Name]

Address: [Property Address and Unit Number]

RE: SECOND NOTICE - VIOLATION OF LEASE AGREEMENT REGARDING SMOKING

Dear [Tenant Name],

This letter serves as a formal follow-up to the notice sent on [Date of First Notice] regarding reports of smoking on the premises. Despite the previous warning, we have received continued complaints and evidence that smoking is still occurring in or around your unit.

As stated in your Lease Agreement, Section [Number], this is a non-smoking property. This policy includes, but is not limited to, cigarettes, cigars, pipes, e-cigarettes, and cannabis. This restriction applies to the interior of your unit, balconies, and all common areas.

The continued violation of this policy causes the following issues:

- Secondhand smoke disturbance to neighboring residents.
- Potential damage to the property (odor, staining, and fire hazards).
- Breach of the signed rental contract.

Please consider this a final warning to cease all smoking activities on the property immediately. Failure to comply with the terms of your lease may result in further action, including financial charges for professional smoke remediation or the commencement of eviction proceedings.

We value you as a tenant and hope to resolve this matter without further escalation. If you have any questions regarding this notice, please contact the management office at [Phone Number].

Sincerely,

[Landlord/Manager Name]

[Property Management Company Name]

[Contact Email]