

**Date:** [Insert Date]

**Guest Name:** [Insert Guest Name]

**Room/Unit Number:** [Insert Number]

**Subject: OFFICIAL NOTICE OF SMOKING VIOLATION**

Dear [Guest Name],

This letter serves as an official notice regarding the discovery of evidence of smoking within your assigned room/unit. Our records and property policies clearly state that this is a non-smoking establishment.

The following evidence was noted: [Insert evidence, e.g., odor of smoke, ash, cigarette butts, or smoke detector activation] on [Insert Date/Time].

As per the signed rental agreement and house rules, smoking on the premises is strictly prohibited to ensure the comfort and safety of all guests. Consequently, the following actions will be taken:

- A cleaning and deodorizing fee of \$[Insert Amount] will be charged to your account.
- This serves as a formal warning; any further violations may result in immediate eviction without a refund.

We ask that you immediately cease smoking inside the building and use only designated outdoor smoking areas.

If you have any questions regarding this notice, please contact the front desk or management immediately.

Sincerely,

[Your Name/Signature]

[Your Title]

[Property Name]