

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Unit Number and Street Address]

Subject: Notice of Smoking Violation and Penalty Assessment

Dear [Tenant Name],

This letter serves as formal notice that you are in violation of the non-smoking policy outlined in your Lease Agreement dated [Lease Start Date], specifically under Section [Section Number] regarding Smoking].

On [Date of Violation], it was reported or observed that smoking occurred in or around the prohibited areas of the premises. Per the terms of your agreement, this property is a smoke-free environment to ensure the safety and health of all residents and to prevent property damage.

Penalty Details:

- **Violation Type:** Smoking Prohibited Substance
- **Fine Amount:** \$[Amount]
- **Due Date:** [Date]

Please remit the fine amount mentioned above by the specified due date. Failure to pay this penalty or further instances of smoking on the premises may result in additional fines, professional cleaning charges, or legal action, including the termination of your tenancy.

If you believe this assessment has been made in error, you must submit a written appeal to the management office within [Number] days of receiving this notice.

We appreciate your immediate cooperation in keeping this property smoke-free.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]

[Contact Phone Number]