

Date: [Insert Date]

To: [Tenant Name]

Address: [Unit Number/Street Address]

RE: SECOND NOTICE OF INDOOR SMOKING VIOLATION

Dear [Tenant Name],

This is a formal second notice regarding the report of indoor smoking in your unit. On [Date of First Notice], you were notified that smoking inside the premises is a direct violation of your lease agreement and building policies.

Despite the previous warning, it has been reported or observed that smoking is still occurring within your unit. Specifically, [mention date/time or nature of evidence, e.g., odor of smoke or cigarette butts found].

Please be advised that this behavior creates health risks for other residents, increases fire hazards, and causes damage to the property. As per your lease, the property maintains a strictly non-smoking policy.

Required Action:

You must cease all smoking inside the unit immediately. Failure to comply with this policy will be considered a material breach of your lease agreement. This may result in further disciplinary action, including fines, cleaning fees, or the initiation of eviction proceedings.

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

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]