

DATE: [Insert Date]

TO: [Tenant Name(s)]

ADDRESS: [Rental Property Address, Unit Number]

RE: FINAL WARNING - NOTICE TO CEASE SMOKING VIOLATIONS

Dear [Tenant Name],

This letter serves as a formal and final warning regarding your violation of the non-smoking policy outlined in your Lease Agreement dated [Lease Start Date].

Despite previous notices sent to you on [Date of Previous Warning(s)], we have received further reports or evidence of smoking [inside the unit / on the balcony / in common areas] on [Date of Most Recent Incident].

As specified in Section [Number] of your lease, smoking is strictly prohibited on the premises. This policy is in place to protect the property, ensure the safety of all residents, and comply with fire regulations.

REQUIRED ACTION:

You are hereby instructed to cease all smoking activities on the property immediately. This is your final opportunity to cure this lease violation.

CONSEQUENCES:

Failure to comply with this final warning will result in the immediate commencement of lease termination and eviction proceedings. Furthermore, you will be held financially responsible for any damages, including but not limited to professional deep cleaning, painting, and odor removal required to restore the unit.

Please contact the management office at [Phone Number] if you have any questions regarding this matter.

Sincerely,

[Landlord/Manager Name]

[Property Management Company Name]

[Contact Information]