

Date: [Date]

To: [Tenant Name(s)]

Address: [Property Address, Unit Number]

RE: NOTICE OF LEASE VIOLATION - SMOKING POLICY

Dear [Tenant Name],

This letter serves as formal notice that you are in breach of your residential lease agreement dated [Lease Start Date] for the property located at [Property Address].

Specifically, you are in violation of Section [Section Number] of your lease, titled "[Title of Section, e.g., Smoking Policy]," which states that smoking is strictly prohibited [inside the premises / in common areas / on balconies].

Description of Violation:

On [Date], it was observed/reported that smoking occurred at the premises. Evidence includes: [Briefly describe, e.g., odor of smoke, cigarette butts found, or visual confirmation].

This violation must be cured immediately. You are required to cease all smoking activities in prohibited areas as outlined in your lease. Failure to comply with this notice may result in further action, including but not limited to, monetary fines as per the lease agreement, professional cleaning costs, or the initiation of eviction proceedings.

If you have any questions regarding this notice, please contact the management office at [Phone Number] or [Email Address].

Please be guided accordingly.

Sincerely,

[Landlord/Property Manager Name]

[Company Name, if applicable]