

DATE: [Insert Date]

TO: All Residents and Tenants

FROM: Property Management

RE: NOTICE REGARDING SMOKING IN COMMON AREAS

Dear Residents,

This letter serves as a formal reminder regarding the smoking policy at [Insert Property Name]. It has been brought to our attention that smoking is occurring in restricted common areas of the building.

According to the [Insert Lease Agreement/Building Rules], smoking of any kind (including cigarettes, cigars, and e-cigarettes/vaping) is strictly prohibited in all common areas. This includes, but is not limited to:

- Hallways and stairwells
- Elevators
- Lobby and reception areas
- Laundry rooms
- Parking garages
- Shared balconies or patios
- Pool areas and gyms

This policy is in place to ensure the health, safety, and comfort of all residents, as well as to minimize fire risks and maintenance costs. Second-hand smoke can be a significant nuisance and health concern for your neighbors.

Please ensure that guests and visitors are also informed of these rules. Failure to comply with this policy may result in a formal lease violation notice and potential fines.

We appreciate your cooperation in keeping our community a clean and healthy environment for everyone.

Sincerely,

[Your Name/Signature]

[Title]

[Property Management Company Name]

[Contact Phone Number]