

Date: [Insert Date]

To: [Recipient Name/Tenant Name]

Address/Unit Number: [Insert Unit Number]

RE: NOTICE OF PENALTY FEE FOR UNAUTHORIZED SMOKING

Dear [Recipient Name],

This letter serves as formal notification that a violation of the "No Smoking" policy has been recorded at the premises mentioned above on [Date of Violation].

As per the terms of your signed [Lease Agreement/Contract], smoking is strictly prohibited in [all indoor areas/balconies/common areas]. Evidence of unauthorized smoking was found in the form of: [Description of evidence, e.g., ash, odor, or cigarette butts].

Due to this violation, a penalty fee has been assessed as follows:

- **Violation Type:** Unauthorized Smoking
- **Penalty Amount:** \$[Insert Amount]
- **Due Date:** [Insert Payment Due Date]

Please remit the payment via [Insert Payment Method] by the due date listed above. Failure to pay this fee or any future violations of the smoking policy may result in further disciplinary action, including potential termination of your [Lease/Agreement].

If you believe this notice has been sent in error, please contact the management office immediately at [Insert Phone Number].

Sincerely,

[Your Name/Property Manager Name]
[Property Name/Company Name]
[Contact Information]