

Date: [Date]

Tenant Name: [Tenant Name]

Address: [Property Address]

Unit Number: [Unit Number]

RE: NOTICE OF LEASE VIOLATION - SMOKING ON BALCONY

Dear [Tenant Name],

This letter serves as a formal notice that you are in violation of your residential lease agreement regarding the smoking policy at [Property Name/Address].

On [Date of Incident], at approximately [Time], it was reported/observed that smoking occurred on your private balcony. According to Section [Section Number] of your signed lease agreement, smoking is strictly prohibited in all areas of the premises, including balconies and patios.

This policy is in place to ensure the safety of all residents, prevent fire hazards, and maintain the air quality of the building. Your actions interfere with the comfort and safety of your neighbors.

Required Action:

Please cease all smoking on the balcony and within the prohibited areas of the property immediately. This serves as your first formal warning. Subsequent violations may result in further action, including fines as outlined in your lease or the initiation of eviction proceedings.

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

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]