

[Date]

[Tenant Name]

[Tenant Address]

[Unit Number]

RE: NOTICE OF LEASE VIOLATION - EVIDENCE OF INDOOR SMOKING

Dear [Tenant Name],

This letter is a formal follow-up to the property inspection conducted on [Date of Inspection] at [Property Address].

During the inspection, evidence of indoor smoking was discovered within the premises. The findings included: [List evidence, e.g., odor of smoke, ash trays, cigarette butts, or yellowing of walls].

As outlined in your Lease Agreement under Section [Section Number], smoking is strictly prohibited inside the unit and common areas. This policy is in place to ensure fire safety, maintain air quality, and prevent property damage.

Please be advised that you are required to:

- Immediately cease all smoking activities inside the property.
- Clean the affected areas to remove odors and residue.
- Ensure all guests and occupants adhere to the non-smoking policy.

A follow-up inspection will be scheduled for [Follow-up Date] to ensure compliance. Please be aware that continued violations may result in further action, including professional cleaning fees at your expense or termination of your tenancy.

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

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Landlord Name]