

NOTICE OF LEASE VIOLATION

Date: [Insert Date]

To: [Tenant Name/Business Name]

Address: [Suite Number/Building Address]

RE: NOTICE TO CEASE SMOKING VIOLATION

Dear [Tenant Representative Name],

This letter serves as formal notice regarding a violation of your commercial lease agreement dated [Date of Lease] for the premises located at [Address].

It has been brought to our attention that smoking has occurred [on the premises / in common areas / near entrances] on the following date(s): [Insert Dates].

Pursuant to Section [Insert Section Number] of your Lease Agreement, smoking is strictly prohibited [inside the building / within X feet of the building]. This policy is in place to ensure the health, safety, and comfort of all tenants, as well as to comply with local fire codes and ordinances.

Required Action:

You are required to cease all smoking activities in prohibited areas immediately. Please ensure that all employees, contractors, and visitors are informed of and comply with this policy.

Please be advised that continued violations may result in further action, including monetary fines or the commencement of lease termination proceedings as permitted under the terms of your lease.

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

Sincerely,

[Landlord/Property Manager Name]

[Company Name]