

**DATE:** [Insert Date]

**TO:** [Tenant Name/Company Name]

**SUITE/UNIT:** [Insert Unit Number]

**ADDRESS:** [Insert Property Address]

**RE: WARNING LETTER - IMPROPER DISPOSAL OF SMOKING MATERIALS**

Dear [Tenant Name],

This letter serves as a formal warning regarding the improper disposal of smoking materials (including cigarette butts, matches, and ash) at [Property Name].

It has been observed that smoking materials are being discarded on the ground, in landscaped areas, or in non-designated containers at the following location: [Specify Location, e.g., Rear Loading Dock / Front Sidewalk].

Please be advised that improper disposal of these materials constitutes a breach of your lease agreement and property rules for the following reasons:

- **Fire Hazard:** Discarding lit materials in mulch or trash bins poses a significant risk of fire.
- **Environmental Impact:** Cigarette filters are non-biodegradable and contaminate the local environment.
- **Maintenance Costs:** Additional janitorial services are required to clean up debris, the cost of which may be billed back to tenants.

**Required Action:**

Please ensure that all employees, clients, and visitors use the designated smoking areas and approved disposal receptacles provided. Failure to comply with property smoking policies may result in formal default notices or financial penalties as outlined in your lease.

We appreciate your immediate cooperation in keeping our professional environment safe and clean.

Sincerely,

[Your Name/Signature]

[Title]

[Property Management Company/Landlord Name]