

**DATE:** [Current Date]

**TENANT NAME(S):** [Tenant Name]

**ADDRESS:** [Tenant Full Address]

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

Dear [Tenant Name],

This letter serves as a formal warning regarding your repeated failure to properly dispose of smoking materials (including but not limited to cigarette butts, ashes, and matches) at the premises listed above.

It has been observed on [Dates of Occurrences] that smoking debris has been [left on the ground / thrown from the balcony / disposed of in non-designated containers].

This conduct is a direct violation of your Lease Agreement, specifically [Section/Paragraph Number], which addresses **[Fire Safety / Cleanliness / Tenant Obligations]**. This behavior creates a significant fire hazard and creates unsanitary conditions for other residents and staff.

**REQUIRED ACTION:**

You are required to cease this behavior immediately. All smoking materials must be fully extinguished and disposed of in appropriate, fire-safe receptacles located in designated smoking areas only.

**NOTICE OF INTENT TO EVICT:**

Please be advised that this is your final warning. Any further reports or evidence of improper disposal of smoking materials will result in the immediate termination of your tenancy and the commencement of eviction proceedings.

Please contact the management office at [Phone Number] if you have any questions regarding this notice.

Sincerely,

[Your Name/Signature]

[Property Manager/Landlord Title]

[Property Name/Company]