

Date: [Date]

To: [Tenant/Employee Name]

Address/Department: [Unit Number or Department Name]

RE: FIRST NOTICE AND WARNING - IMPROPER CIGARETTE DISPOSAL

Dear [Name],

This letter serves as a formal warning regarding the improper disposal of cigarette butts on the premises located at [Property Address].

It has been reported or observed that cigarettes are being disposed of in an unsafe and unauthorized manner, specifically: [mention location, e.g., thrown off the balcony, left in the parking lot, or dropped in landscaping].

This behavior is a violation of the [Lease Agreement / Company Policy / Fire Safety Code] for the following reasons:

- **Fire Hazard:** Improperly discarded cigarettes can ignite dry foliage, mulch, or debris, posing a significant risk to the building and its occupants.
- **Sanitation:** Cigarette litter creates an unsightly environment and increases maintenance costs for the property.
- **Environmental Impact:** Cigarette filters contain non-biodegradable plastics and toxic chemicals that contaminate soil and water.

Please ensure that all smoking materials are fully extinguished and placed in designated smoking receptacles only. Smoking is strictly prohibited in the following areas: [List prohibited areas].

Please consider this your first notice. Failure to comply with these disposal regulations may result in further action, including fines, cleaning fees, or [termination of lease/disciplinary action].

Thank you for your immediate cooperation in keeping our environment safe and clean.

Sincerely,

[Your Name/Property Management Name]

[Title]

[Phone Number]