

**Date:** [Insert Date]

**To:** [Recipient Name/Tenant Name]

**Address:** [Insert Unit Number/Address]

**Subject: FIRST WARNING - Improper Disposal of Smoking Materials**

Dear [Recipient Name],

This letter serves as a formal warning regarding the improper disposal of smoking materials (such as cigarette butts, matches, or ashes) at [Insert Property Name/Location].

On [Insert Date of Incident], it was observed that smoking materials were disposed of incorrectly in the following manner: [Insert Description, e.g., thrown from balcony, left on common area floor, or placed in non-designated trash bins].

Please be advised that improper disposal of smoking materials poses a significant fire hazard and violates our [Insert Policy Name, e.g., Safety Policy or Lease Agreement]. To ensure the safety and cleanliness of the premises, you are required to use designated smoking receptacles and ensure all materials are fully extinguished before disposal.

Failure to comply with these safety regulations in the future may result in further disciplinary action, including [Insert Consequence, e.g., fines or lease termination].

If you have any questions regarding this notice, please contact the management office immediately.

Sincerely,

[Your Name/Property Manager]

[Company/Organization Name]