

**Date:** [Insert Date]

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

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

**Subject: FORMAL WARNING - HAZARDOUS DISPOSAL OF SMOKING MATERIALS**

Dear [Recipient Name],

This letter serves as a formal warning regarding the unsafe and hazardous disposal of smoking materials at [Insert Property Name/Location].

It has been reported or observed that smoking materials, including cigarette butts and matches, are being [select one: thrown from balconies / discarded on the ground / placed in non-fireproof containers].

This behavior constitutes a serious fire hazard and a violation of the [select one: Lease Agreement / Building Safety Policies / Fire Code]. Improper disposal of smoking materials puts the safety of all residents, the property, and the surrounding environment at significant risk.

**Corrective Action Required:**

- All smoking materials must be fully extinguished before disposal.
- Materials must be placed in designated fireproof receptacles only.
- Discarding smoking materials from windows, balconies, or in common areas is strictly prohibited.

Failure to comply with these safety regulations may result in further disciplinary action, including [select one: fines / termination of tenancy / legal action].

Please ensure immediate compliance with this safety mandate. If you have any questions regarding this notice, you may contact the management office at [Insert Phone Number].

Sincerely,

[Your Name/Signature]

[Your Title/Company Name]