

Date: [Insert Date]

To: [Recipient Name/Unit Number]

From: [Management/Property Owner Name]

RE: NOTICE AND WARNING REGARDING UNSAFE DISPOSAL OF SMOKING MATERIALS

Dear [Recipient Name],

This letter serves as a formal notice regarding the unsafe disposal of smoking materials (such as cigarette butts or matches) observed at or near your residence. Specifically, the following behavior has been noted:

- [Description of incident, e.g., throwing butts off the balcony]
- [Location where materials were found]
- [Date/Time of occurrence]

The improper disposal of smoking materials poses a significant fire hazard and a serious safety risk to all residents and the property. Furthermore, it contributes to littering and may be a violation of your [Lease Agreement/Community Rules].

Required Action:

You are required to cease the unsafe disposal of smoking materials immediately. All smoking waste must be fully extinguished and placed in designated, fire-safe disposal containers.

Please be advised that further violations may result in additional formal warnings, fines, or legal action, including the termination of your tenancy.

If you have any questions regarding this matter, please contact the office at [Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Title/Organization]