

Date: [Insert Date]

To: [Recipient Name/Tenant Name]

Address: [Insert Address/Unit Number]

Subject: Official Warning Regarding Improper Cigarette Butt Disposal

Dear [Recipient Name],

This letter serves as a formal warning regarding the improper disposal of cigarette butts on the premises of [Property Name/Location].

It has been reported or observed that cigarette butts are being [discarded on the ground / thrown from balconies / disposed of in non-designated containers]. This behavior constitutes a violation of our [Safety Policy / Lease Agreement / Building Regulations].

Improper disposal of smoking materials poses the following risks:

- **Fire Hazard:** Lit cigarettes can easily ignite dry debris, mulch, or trash.
- **Environmental Impact:** Cigarette filters contain non-biodegradable plastics and toxic chemicals.
- **Property Maintenance:** Littering increases cleaning costs and diminishes the appearance of the community.

Required Action:

Effective immediately, you are required to use designated smoking areas and approved ash receptacles for all tobacco-related waste. Please ensure all smoking materials are fully extinguished before disposal.

Failure to comply with this warning may result in further disciplinary action, including fines or [termination of lease/contract], as outlined in the [Policy/Agreement Name].

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

Sincerely,

[Your Name]

[Your Title]

[Organization/Company Name]