

**Date:** [Insert Date]

**To:** [Tenant Name(s)]

**Address:** [Unit Number and Street Address]

**RE: NOTICE OF LEASE VIOLATION - IMPROPER DISPOSAL OF SMOKING DEBRIS**

Dear [Tenant Name],

This letter serves as a formal warning regarding the improper disposal of smoking materials (such as cigarette butts and ash) originating from your unit.

It has been reported or observed that smoking debris is being [discarded on the ground / thrown from the balcony / left in common areas]. This behavior is a violation of your Lease Agreement and the building's community rules regarding cleanliness and fire safety.

Please be advised of the following:

- All smoking materials must be extinguished completely and disposed of in appropriate trash receptacles.
- Discarding debris in common areas, landscaping, or from balconies is strictly prohibited.
- Failure to comply may result in cleaning fees, fines, or further legal action, including the termination of your tenancy.

We ask for your immediate cooperation in keeping our community clean and safe. If you have any questions regarding this notice, please contact the management office at [Phone Number].

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]