

DATE: [Insert Date]

TO: [Resident Name]

ADDRESS: [Unit Number/Street Address]

RE: NOTICE OF LEASE VIOLATION - IMPROPER DISPOSAL OF SMOKING MATERIALS

Dear [Resident Name],

This letter serves as a formal warning regarding the improper disposal of smoking materials (such as cigarette butts, matches, or ashes) from your unit or by your guests. It has been reported or observed that these items are being [discarded on the ground / thrown from the balcony / left in common areas].

This behavior is a violation of your lease agreement and building policies for the following reasons:

- **Fire Hazard:** Improperly discarded smoking materials pose a significant fire risk to the building and all residents.
- **Littering:** Discarding debris in common areas or onto the landscaping negatively impacts the cleanliness and appearance of the property.
- **Sanitation:** It creates an unnecessary cleanup burden for maintenance staff and attracts pests.

Please ensure that all smoking materials are extinguished completely and disposed of in appropriate, fire-safe containers inside your home or in designated outdoor receptacles.

Failure to comply with this request or further reports of this violation may result in additional actions, including fines or the initiation of lease termination proceedings.

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

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]

[Phone Number]