

Date: [Insert Date]

To: [Recipient Name/Tenant Name]

Address: [Unit Number/Address]

RE: SECOND WARNING - IMPROPER DISPOSAL OF SMOKING MATERIALS

Dear [Recipient Name],

This is a second formal warning regarding the improper disposal of smoking materials (such as cigarette butts or ash) at [Property Name/Address].

On [Date of Incident], it was observed that smoking materials were disposed of incorrectly in the following area: [Location, e.g., balcony, parking lot, or common area].

A previous warning was issued to you on [Date of First Warning]. Despite this, the behavior has continued. This practice is a violation of [Policy Name/Lease Agreement Section] and poses a significant fire hazard and littering concern for the community.

Required Action:

You are required to cease this behavior immediately. All smoking materials must be fully extinguished and disposed of in designated waste receptacles only. Do not throw cigarette butts on the ground, in planters, or off balconies.

Please be advised that further violations may result in additional penalties, including [fines/cleaning fees/termination of lease agreement].

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

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]