

Date: [Insert Date]

To: [Tenant Name(s)]

Address: [Unit Number and Street Address]

RE: FIRST WARNING - UNAUTHORIZED BARBECUE GRILL USE

Dear [Tenant Name],

This letter serves as a formal warning regarding the use or storage of a barbecue grill at your residence. On [Date of Violation], it was observed that a grill was being used or stored at [Location, e.g., your balcony/patio].

Per your lease agreement and [Property Name/Local Fire Code] regulations, the use of [Charcoal/Gas/Open-flame] grills is strictly prohibited in this area due to fire safety hazards and insurance requirements. Specifically, [Reference specific lease clause if known].

Required Action:

Please remove the grill from the premises or move it to a designated safe storage area immediately. Further use of unauthorized grills will result in additional disciplinary actions, which may include fines or further lease enforcement steps.

We appreciate your immediate cooperation in keeping our community safe. If you believe this notice was sent in error, please contact the management office at [Phone Number] during business hours.

Sincerely,

[Your Name/Property Manager Name]

[Management Company/Property Name]