

Date: [Insert Date]

To: [Tenant Name]

Address: [Unit Number / Street Address]

RE: NOTICE OF LEASE VIOLATION - SMOKING IN COMMON AREAS

Dear [Tenant Name],

This letter serves as a formal notice regarding a violation of your residential lease agreement and the building's safety policies. It has been reported or observed that smoking is occurring in the shared hallways of the building.

Per your lease agreement, smoking is strictly prohibited in all indoor common areas, including hallways, stairwells, lobbies, and laundry rooms. This policy is in place to ensure the health, safety, and comfort of all residents, as well as to minimize fire hazards.

Action Required:

Please cease all smoking activity in the shared hallways immediately. All smoking must take place in designated outdoor areas or away from the building premises as specified in the building rules.

Please be advised that further violations may result in additional actions, which could include fines or the initiation of eviction proceedings.

If you have any questions regarding this notice or wish to discuss this matter, please contact the management office at [Phone Number] or [Email Address].

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Property Management Name]

[Title]

[Company Name]