

Residential Smoking Policy Enforcement

[Your Name]

[Your Title]

[Company/Property Management Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Subject: Notice of Smoking Policy Violation

Dear [Tenant's Name],

This letter serves as a formal notice regarding the violation of our community's smoking policy, which clearly prohibits smoking in all residential units and common areas. It has come to our attention that there have been multiple reports of smoking within your unit, specifically on [date(s) of incident(s)].

We take these violations seriously as they not only affect the quality of life of your neighbors but also pose health risks and potential property damage. We urge you to adhere to our smoking policy immediately to avoid further action.

Please consider this letter a reminder of our commitment to maintaining a safe and pleasant living environment for all residents. Should you continue to violate this policy, we may have to take appropriate measures, which could include fines or eviction proceedings.

If you have any questions or would like to discuss this matter further, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Property Management Name]