

Notice of Tobacco Smoke Violations

Date: [Insert Date]

To: [Resident's Name]

Address: [Resident's Address]

Dear [Resident's Name],

This letter serves as a notification regarding violations of the tobacco smoke policy within our residential building. It has come to our attention that there have been incidents of tobacco smoking in areas where such activity is prohibited, specifically in [insert specific locations, e.g., hallways, common areas, etc.].

As per the building regulations established in [insert specific policy or regulation details], smoking tobacco is not allowed in the aforementioned areas to ensure the comfort and health of all residents.

We kindly request your cooperation in adhering to these regulations moving forward. Continued violations may result in further action, including [insert potential consequences, e.g., fines, eviction, etc.].

If you have any questions or require further clarification, please feel free to contact the management office at [insert contact information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Building Management/Company Name]

[Contact Information]