Primary Business Address

Your Address Line 2

Your Address Line 3

Your Address Line 4

Organization

TO: <<RESIDENT NAME>>

FROM: <<MANAGEMENT COMPANY NAME>>

DATE: <<DATE>>

SUBJECT: Notice of Policy Violation

Please be advised that you are in violation of:

* The Smoke-Free Lease Addendum
* Section of the House Rules and Regulations

Description of the violation:

According to our policy, smoking is prohibited <<in common areas, apartment units, and within 25 feet of any apartment building, including porches and balconies>>. This policy applies to all residents and guests. We have additional copies of the policy in the rental office if you need an extra copy.

Please do not smoke within prohibited areas. If additional violations of the lease occur, further action will be taken. <<PROVIDE DETAILS OF POSSIBLE CONSEQUENCES.>>

If you would like to meet to discuss this letter, please contact <<NAME>> at <<PHONE or EMAIL>>. I would be happy to address any questions or concerns.

Sincerely,

<<NAME>>

<<TITLE>>
<<CONTACT INFO>>