

TO:
FROM:
DATE:
SUBJECT: Notice of lease violation

Please be advised that you are in violation of:

- 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 lease 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, phone, email]. I would be happy to address any questions or concerns.

Sincerely,



January 2017