

Violation Warning Letter - Sample

Apartment Name
Street Address
New York, NY Zip
Phone Fax

Date

Resident Name
Street and apartment #
New York, NY Zip

Dear Resident,

Pleased be advised that you are in violation of (Property Name's) community policies or local laws.

Per your lease/house rules #___, smoking is prohibited in any area of the property. I have attached a copy of your lease with the applicable rules highlighted. We are aware that you are continuing to smoke (describe where).

You, your family members, roommates and/or visitors must refrain from smoking in your unit or on the property. You are requested to correct this situation by _____.

Your immediate attention to this matter is greatly appreciated. Please contact the management office if you have questions. Failure to comply with your lease could result in eviction proceedings.

If you have questions or concerns, please contact me at 212-222-2222 or stop by the office.

Thank you for your cooperation in this matter.

Property Manager's Name
Title
Property Name
Management Company