Date

JOHN DOE

123 ANYWHERE ST

TEMPLE, TX. 76501

Dear Mr. Doe:

The following violations of your lease have been reported or discovered:

Unauthorized Occupant Damage to Property

Unauthorized Animals Illegal Parking

Disturbance X Smoke Free Policy

Pet Policy \_\_\_\_\_\_ Other

**Explanation Of The Above**

* It has been reported that you are smoking in your unit in violation of the Community Policies and in violation of your lease agreement.

**Please Do The Following**

* All household members and/or guests are no longer allowed to smoke inside the apartments. You must refrain from smoking in your apartment immediately. You may smoke only outside the building, at least 25 feet from the building exterior.

**You are in violation of the Lease Contract you signed with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Housing Authority. Continued violations of your lease could result in your eviction.**

If you have any questions or disagree with this correspondence, please call me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Jane Doe

Complex Manager