



## SAMPLE WARNING LETTER

### Use this letter to warn tenants when they are not in compliance with your no-smoking policy

Tenant name  
Address

Date

Dear \_\_\_\_\_:

RE: BREACH OF NO-SMOKING POLICY

This letter is to remind you that smoking is not permitted in your apartment unit or (include other areas where smoking is prohibited). An outdoor smoking area has been designated (if applicable, indicate where tenants are permitted to smoke.) You entered into this agreement with (insert landlord's name or housing corporation) when you signed the lease.

We have received a complaint of second-hand smoke infiltrating the hallway outside your unit on (insert dates and times that alleged smoking took place).

Or

On (insert date and time) the smell of second-hand smoke was detected (insert location).

We are requesting that you take immediate steps to ensure that you, your family and any guests or visitors you have do not smoke in your apartment unit or (insert other locations where smoking is prohibited) in accordance with your tenancy agreement.

Please be advised that this is your first warning. Should there be any further incident or circumstances with respect to smoking in your unit, we will serve you with a notice to terminate your tenancy early. We would be happy to discuss this issue with your further. Feel free to contact us at the number above.

(Insert name of building, landlord or housing corporation) strives to offer tenants a clean and safe living environment. Exposure to second-hand smoke is both a health hazard and an irritation. As such, we appreciate your cooperation in respecting our no-smoking policy.

Sincerely,

Landlord, Housing Corporation or Property Management Company