

## Model Warning Letter

You can use this model warning letter to write your own letters to tenants who are smoking in violation of the lease and/or house rule.

Dear NAME OF RESIDENT,

As stated in your lease, NAME OF PROPERTY or COMPANY, our smoking policy is that (insert smoking policy from your lease).

On DATE and TIME, you were REPORTED/ OBSERVED (choose one) to be smoking in AREA in violation of the lease. *Add other information about the violation as appropriate.*

If you violate your lease again, we may take appropriate legal action, including terminating your lease and evicting you.

*If you have a particular enforcement procedure of warnings, fines, notices, etc., describe it here.*

*If you have a designated smoking area, tell the tenant where it is and to remember to smoke in the designated area.*

If you have questions or concerns, please contact us at CONTACT INFORMATION.

Thank you,

YOUR NAME & COMPANY