

SAMPLE WARNING LETTER

The following warning letter can be used as a model to write your own letters to tenants who are violating the terms of your smoke-free policy. Please note that the letter is intended to be tailored according to the specifics of your smoke-free policy and the penalties associated with violating the contract.

Dear NAME OF RESIDENT,

As stated in your lease agreement, NAME OF PROPERTY has a smoke-free policy that states SMOKING POLICY FROM LEASE. This decision was made to protect the health of all tenants from the adverse effects of secondhand smoke, a known health hazard associated with lung cancer and heart disease. The decision was also made to protect our buildings from damage to units and an increased risk of fire.

On DATE/TIME you were observed smoking in AREA in violation of the lease agreement. (Add further details about the violation if appropriate.)

Tenants who violate the terms of their lease are subject to the penalties outlined in the lease agreement. If you violate the terms of the lease again, we may take appropriate action, including issuing a monetary fine or terminating your lease. (Include further details about your enforcement procedures of warnings, fines, etc.)

(If you have a designated smoking area, provide details on where it is and ask the tenant to smoke only in the designated area(s).)

We appreciate your attention to this matter. If you have questions or concerns, please contact us at CONTACT INFORMATION.

If you are interested in quitting smoking, free help is available at the New York State Tobacco Quit Line (1-866-NY-QUITS). Free Services may include information, counseling, a personalized quit plan, local quitting resources, nicotine replacement therapy (patches or gum) and quit kits.

Sincerely,
YOUR NAME & COMPANY