**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**