

Friendly Warning Letter - Sample

Apartment Name
Street Address
New York, NY Zip
Phone Fax

Date

Resident Name
Street and apartment #
New York, NY Zip

Dear Esther,

On (give date) you submitted a maintenance request for _____.
When entering your unit, I noticed a very strong odor of cigarettes. I asked if you had been smoking, you said that you were trying to stop. I reminded you that you are not allowed to smoke in your unit.

Per your lease/house rules #48, smoking is prohibited in any area of the property. I have attached a copy of the house rules for you to review.

Please refrain from smoking in your unit or on the property.
Failure to comply with your lease could result in eviction proceedings.

If you have questions or concerns, please contact me at 212-222-2222 or stop by the office.

Thank you for your cooperation in this matter.

Property Manager's Name
Title
Property Name
Management Company

These tools were developed by the Oregon Smokefree Housing Project
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Go to smokefreehousinginfo.com for more information