Date:

To

[The Recipient]  
[Address]

A few weeks back I caught you smoking red-handed. The issue was resolved with your words of no smoking in the future would be observed. Not too far but unfortunately, yesterday I caught you again doing the same. I had earlier warned you about smoking in my house, but it seems you did not take it seriously.

Through this letter, I am warning you that the next time I see you smoking in my house I am afraid you’ll have to change the apartment and move to some other place. I am hopeful to see a positive change in you.

[Your Name]

[Office Address]   
[Contact]