Date

Name

Address

Dear Mr. John,

I am writing this letter to warn you against your smoking inside your apartment and the building.

When I rented the apartment out to you, I clearly mentioned the rules of living in my building. I have made and want everyone to adhere to these rules, as they benefit all the tenants and make the environment a comfortable one to live in. Before signing the contract, I informed you that you cannot smoke within the building. However, I have received various complaints from your neighbors; some have smelled smoke from your apartment, while others have been disturbed when the fire alarm in the building went off.

I tried to warn you so many times verbally, but the complaints have not stopped, which has forced me to write this warning letter. After this letter, if you will not change your habit of smoking inside the building, I will have to cancel the contract and you have to empty the place. Just to clarify, I can do that by giving you a one-week notice period, as per the terms stated in the contract.

I do not intend to make you uncomfortable, so I am certain that you will follow the rules from now on. If you want, you can smoke outside the building.

Regards,

Jane William.