# Friendly Warning Letter - Sample

Apartment Name

Street Address

City, State, Zip

Phone Fax

Date

Resident Name

Street and apartment #

City, State, 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 will result in fines and further violations could result in eviction proceedings.

If you have questions or concerns, please contact me at 708–222-2222 or stop by the office.

Thank you for your cooperation in this matter.

Property Manager’s Name

Title

Property Name

Management Company