

# Sample Warning Letter

## APPENDIX E



Dear **[Resident]**,

**[Date]**

As stated in your lease agreement, **[Apartment Name]** has a smokefree policy that states **[smoking policy from lease]**. This decision was made to protect the health of all tenants from the adverse effects of secondhand smoke, a known health hazard associated with lung cancer and heart disease. The decision was also made to protect our buildings from damage to units and an increased risk of fire.

On **[date/time]** you were observed smoking in AREA in violation of the lease agreement. **(Add further details about the violation if appropriate.)**

Tenants who violate the terms of their lease are subject to the penalties outlined in the lease agreement. If you violate the terms of the lease again, we may take appropriate action, including terminating your lease. **(Include further details about your enforcement procedures of warnings, fines, etc. If you have a designated smoking area, provide details on where it is and ask the tenant to smoke only in the designated area(s).)**

We appreciate your attention to this matter. If you have questions or concerns, please contact us at **[contact information]**.

If you are interested in quitting smoking, free help is available at the Oklahoma Tobacco Helpline (1-800-QUITNOW). Free services may include information, counseling, a personalized quit plan, local quitting resources, nicotine replacement therapy (patches or gum) and quit kits.

Sincerely,  
**[Landlord]**

**[Apartment Name]**  
**[Address]**  
**[City, State Zip Code]**