Sample Resident Compliance Letter

Date

Dear (Name of Resident),

As stated in your lease with (Name of Property or Company), our no-smoking policy is that (insert smoking policy from your lease).

On (Date and Time), you were reported/observed (choose one) to be smoking in (Name of Area) in violation of the lease. *Add other information about the violation as appropriate.*

This is considered the (insert number) violation. *Add information about specific enforcement for this policy.*

Enclosed with this letter is information regarding quit smoking resources in the community.

*If you have a designated smoking area, tell the tenant where it is and to remember to smoke in the designated area only.*

If you have questions or concerns, please contact us at (insert contact information).

Thank you,

Apartment Owner or Manager’s Name

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| Source: American Lung Association in Oregon |