

Apartment Complex Smoking Policy Enforcement

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to remind you of the smoking policy enforced at [Apartment Complex Name]. As per the lease agreement you signed upon moving in, smoking is not permitted in common areas, within the units, or on the property grounds.

We have received several complaints regarding smoking in the vicinity of your apartment. We want to ensure a comfortable living environment for all residents, and adherence to the smoking policy is essential.

Please take note that continued violations of this policy may lead to further action, including but not limited to fines or lease termination. We appreciate your cooperation in maintaining our community's standards.

If you have any questions or require clarification regarding this policy, please feel free to contact our office at [Office Phone Number] or visit us during office hours.

Thank you for your understanding and consideration.

Sincerely,

[Your Name]

[Your Title]

[Apartment Complex Name]

[Contact Information]