

Indoor Smoking Lease Compliance Reminder

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. This letter serves as a friendly reminder regarding the indoor smoking policy outlined in your lease agreement dated [Insert Lease Date].

As a reminder, [Property Name] maintains a strict no smoking policy inside all units and common areas to ensure the comfort and safety of all residents. Violation of this policy may result in penalties as specified in your lease.

We appreciate your cooperation in helping us maintain a healthy living environment for all residents. Should you have any questions or require further clarification, please feel free to reach out to our office.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company]

[Contact Information]