

«today»

««head\_of\_household»»

«address\_line1»

«address\_line2»

«address\_line3»

«city», «state» «zip»

Dear «head\_of\_household»

Re: Lease violation

Since we do not have any facilities for disposal of cigarettes and ashes in the hallways, we require that individuals who smoke confine their smoking to their apartments or the exterior of the building.

It is not acceptable to smoke in the hallways, community room, etc.

Thank you for your consideration.

Sincerely,

«rental\_agent»