

## SAMPLE LETTER TO SMOKING TENANT

**Note: This letter should be sent only after informal efforts (such as face to face conversations and phone calls) have been tried.**

(Date)

(Name of tenant observed smoking)

(Address)

Santa Monica, CA 904\_\_\_\_\_

Dear \_\_\_\_\_:

I have observed that you are smoking inside your unit, which is designated as non-smoking. As I've informed you before, Santa Monica law prohibits smoking in units that are either designated as non-smoking or when a new tenant moves in after November 22, 2012. (Santa Monica Municipal Code section 4.44.040.)

I would appreciate it if you would not smoke in your unit.

If you have any questions about the law, you can go to [smconsumer.org](http://smconsumer.org).

People who continue to smoke in common areas after receiving written notice of the law are subject to a damages award in court of at least \$100.00. (Santa Monica Municipal Code section 4.44.040(a).)

Thank you for your understanding and cooperation.

Sincerely,

(Your name)