

## SAMPLE LETTER TO SMOKING TENANT

**Note: This letter should be sent only after other 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 noticed that you are still smoking in the common area of our property. As I've informed you before, Santa Monica has a new law that prohibits smoking in multi-unit common areas, as well as outdoors within 25 feet of all doors, windows and vents (Santa Monica Municipal Code §4.44.040).

I would appreciate it if you would not smoke in these designated smoke-free areas.

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. (S.M.M.C. §4.44.040(a).)

Thank you for your understanding and cooperation.

Sincerely,

[Your name]