*Your name*

*Your address*

*Contact details*

*Tenant name*

*Tenant address*

Date

Dear

Re: *Tenant address*

I am writing to you to advise you that you have permitted smoking to take place inside the above-mentioned property and that this is unacceptable.

Smoking can cause damage to the internal décor of the property including discolouration of the walls, burns to fabrics and carpets, and smells that are difficult to remove.

I must ask that any smoking take place outside the property to ensure that you do not breach the terms of your tenancy.

Be advised that should any work be required at the end of your tenancy to repair any damage caused by smoking this may result in charges being made against your deposit.

Contact me urgently if you wish to discuss this matter.

Yours sincerely

Landlord: *your name*

Address for Service: *your address*

Your address must be in England or Wales