

Your name

Your address

Date

Landlord's Name

Landlord's Address

Dear Landlord:

I am your tenant [your name] from [your address].

Unfortunately smoke has been drifting into my apartment. It is interfering with my right to enjoy my apartment. [explain how it has made things bad. For example, it makes me cough, it hurts my child's eyes, the smell is getting on our clothes and furniture.] [If you want you can give dates and times when you have smelled the smoke.]

Please stop the smoke from interfering with my right to the quiet enjoyment of my unit. Thank you.

Sincerely your tenant,

Sign your name

Your name printed

1. Complete this letter with your information.
2. Print, sign and date it.
3. Make a copy to keep for your records.
4. Mail the letter to your landlord with return receipt requested or get a stamp that it was accepted if you hand it into the landlord's office.

Also, keep a list of the dates and times you smell the smoke in your unit.