To

[The Recipient]

This letter serves you as a warning letter although we have been living on good terms since you moved here. But there are some rules that everyone should follow no matter what. I am getting constant complaints from your neighbors and guards for being negligent about the policies we have made.

It is clearly written in the contract letter that no one is allowed to smoke on the premises of the building. You, along with your friends have been caught red-handed many times and I have given you innumerable verbal warnings as well. But you are surely not ready to mend your way and I am afraid I have to evict you for this very reason.

Your agreement of lease hasn’t ended but through the courts, I’ll be on right to do that rightly considering this very matter. If you send me a confirmation letter that such activity won’t be repeated, then I can think of not going a step further.

Hoping to hear from you soon so that I could make decision accordingly.

Sincerely,

[Your Name]  
[Address]