

[Your Name]
[Your Address/Unit Number]
[Your Phone Number]
[Your Email Address]
[Date]

[Recipient Name or Property Management Name]
[Recipient Title/Department]
[Address]

RE: Formal Complaint Regarding Secondhand Smoke Violation

Dear [Recipient Name],

I am writing to formally report a recurring violation of the smoking policy at [Building Name/Address].

Since [Date/Timeframe], I have been regularly exposed to secondhand smoke originating from [Specific Location, e.g., Unit #, Balcony, or Common Area]. These incidents occur most frequently during [Specific Times of Day].

This situation is a direct violation of [cite specific lease agreement clause or local building ordinance]. The presence of smoke in my living space is not only a nuisance but also poses a significant risk to my health and interferes with my right to quiet enjoyment of my premises.

I have previously attempted to resolve this by [mention any previous actions, e.g., speaking to the neighbor or a prior verbal report], but the issue persists.

I request that you investigate this matter immediately and take the necessary enforcement actions to ensure the building remains smoke-free as per our agreement. I look forward to receiving a written response within [Number] days outlining the steps you will take to resolve this issue.

Thank you for your prompt attention to this serious matter.

Sincerely,

[Your Signature]
[Your Printed Name]