**Date:** Select today’s date.

**From:** Enter your name here.  
Enter your address here (including street address, unit number, municipality, province, and postal code).

**To:** Enter the Unit Occupant’s name here.  
Enter the Unit Occupant’s address here (including street address, unit number, municipality, province, and postal code).

Enter the Unit Owner’s name here.  
Enter the Unit Owner’s address here (including street address, unit number, municipality, province, and postal code).

**CC:** Enter the condominium corporation’s legal name here.  
Enter the condominium corporation’s address here (including street address, unit number, municipality, province, and postal code).

**Subject:** Enter the subject of your letter here.

Dear Enter the Unit Owner’s name here and Enter the Unit Occupant’s name here,

I am reaching out to both of you today to bring a concern to your attention. In sending this letter, I hope that we can discuss this issue and come to a mutually agreeable resolution.

For the past Enter timeframe here I have been experiencing a smoke and vapour related issue. Describe the smoke and vapour issue you are experiencing, including what the smoke and vapour issue is, when and where it has occurred, how often it occurs, and you can also include any relevant provisions in your condominium corporations governing documents.

I would appreciate if both of you could take steps to resolve this issue. I have also sent a copy of this letter to the condominium corporation’s board of directors, so they are aware.

For more information about smoke and vapour issues, you can review the information available on the Condominium Authority of Ontario’s website, which is available at <https://www.condoauthorityontario.ca/issues-and-solutions/smoke-and-vapour-issues/>.

Finally, please note that the Condominium Authority Tribunal can accept and resolve cases about smoke and vapour issues in condominium communities. For more information about the Tribunal, you can visit their website at <https://www.condoauthorityontario.ca/tribunal/>.

My hope is that we can resolve this issue collaboratively without having to escalate it further.

If either of you would like additional information or to discuss this issue and/or any potential resolutions with me, you can contact me by Enter your preferred contact method here at Provide your contact information here.

Thank you in advance for your cooperation.

Sincerely,

Enter your name here.