

[Current Date]

Attn: Jeffrey Herndon, Director, Field Enforcement Division  
Alcohol, Tobacco, and Cannabis Commission  
1215 East Fort Avenue  
Suite 300  
Baltimore, Maryland 21230

Re: **Licensee:**  
**License Number:**  
**Store Name:**  
**Address:**

Dear Sir or Madame:

Pursuant to Business Regulation Article, § 16, § 16.5, and § 16.7 of the Maryland Annotated Code, the Office of the Executive Director (OED) has the authority to take disciplinary action against licensed tobacco, other tobacco product, or electronic smoking device (ESD) retailers for distributing tobacco products, other tobacco products, or ESDs to those under age 21 or violations of the Tobacco Retail Modernization Act of 2024 (“TRMA”).

[Insert Reporting County/other enforcement agency] conducts compliance checks for tobacco, other tobacco product and/or ESD sales to those under age 21, to include proper product placement, ensure that tobacco products are sold via face-to-face transactions, and individuals under 30 have their age verified before purchase of tobacco products. If violations are found the [Insert Reporting County/other enforcement agency] issues citations to violators under [§10-107 of the Criminal Law Article of the Maryland Annotated Code, §24-305 or §24-307 of the Health-General Article, OR cite local civil ordinance].

Additionally, the Maryland Department of Health Center for Tobacco Prevention and Control conducts similar compliance checks pursuant to the federal Synar Amendment as well as the Food and Drug Administration’s regulations. During these compliance checks, the licensed tobacco, other tobacco product, or ESD retailer listed has violated the sales to those under age 21 [statute or ordinance], failed a Synar or FDA compliance check, and/or violated the requirements of the TRMA more than once in a 12 month period. At least one of the reported incidents described has resulted in an adjudicatory finding that a violation took place; the second or subsequent incidents are offered as evidence even if an adjudicatory finding has not been made.

By this letter, I am referring the violator to the OED for reprimand, suspension, or revocation of the retail license. The chart below identifies the dates of all citations, warnings, or violations issued and the disposition or evidence of each citation.

<b>Violation Date</b>	<b>Citation or Violation Number</b>	<b>Agency Issuing Citation or Violation</b>	<b>Plea/Other Action/NA</b>	<b>Disposition/Evidence (Include date and penalty)</b>

Attached to this letter are copies of the following supplemental documents:

- The [*civil citation, criminal citation, FDA violation, SYNAR violation, or TRMA violation*] issued to the licensee or clerk for each violation.
- If applicable, a copy of the court record(s) indicating the violator was held liable OR documentation that the violator paid a fine in lieu of appearing in court.
- A written report summarizing the incident.
- Any available photographic evidence or recordings

[*Reporting agency staff member acting as custodian of records witness at the hearing*] will be present at the disciplinary hearing. [*Preferred Pronoun for witness*] can be reached at [*phone number, email, and mailing address*]. Please provide [*Above staff member, or additional reporting agency representative*] with notice of the outcome of the hearing.

Sincerely,

[*Signature*]