Date {LOGO}

*Sample Letter….*

Subject: Free resources available to support smoke-free policy adoption and maintenance

Dear Property Owner/Manager:

It is the mission of the \_\_ (name of Fire Department) \_\_ Fire-Rescue District to continually provide opportunities to improve life safety, property conservation, and public safety. With that mission in mind we strongly encourage you to adopt a smoke-free policy for your buildings.

Live Smoke Free is a non-profit program that provides free support and resources to property owners and managers interested in the implementation and enforcement of a smoke-free policy for their property.

Implementing a smoke-free policy not only helps protect your property from fire risk, it also:

* Reduces maintenance and turnover costs
* Reduces vacancy rates
* Increases the potential for insurance savings
* Reduces resident complaints
* Creates healthier and safer environments for residents, staff, and owners

Resources and materials provided by Live Smoke Free are 100 percent FREE.

Live Smoke Free can provide:

* Consultations
* Implementation tools (surveys, notification letters, lease addendum’s, translated documents)
* Promotions (press releases, signage, listing in a statewide housing directory)
* Educational resources (tailored for management, staff and residents)

For more information on the benefits of transitions to a smoke-free building, please contact Live Smoke Free at 651-646-3005 or info@mnsmokefreehousing.org. You can also learn more at <http://www.mnsmokefreehousing.org/>

Best Regards,

Name of Fire District

Address

Contact Info