



## Sample Policy Reminder Letter

Date

Dear resident,

In an effort to protect the health and safety of all residents, this is a reminder of our building's smoke-free building policy that began on *(date)*. This policy applies to all residents, guests, and staff of *(name of property)*.

The smoke-free policy covers all indoor spaces and *(list any outdoor areas where smoking is prohibited)*. The only place on the property where smoking is allowed is *(location of designated smoking area, if applicable)*.

Should you or your guests choose to smoke in the designated area, please be respectful of your neighbors: place discarded cigarette butts in their appropriate receptacles and smoke as far away from building windows as possible.

A copy of our smoke-free policy is attached to this letter. Feel free to contact me with any questions.

If you have additional questions about smoke-free apartment policies or secondhand smoke visit [www.mnsmokefreehousing.org](http://www.mnsmokefreehousing.org). If you are interested in quitting smoking, Quit Partner offers free support. Call 1-800-QUITNOW or visit [www.QuitPartnerMN.com](http://www.QuitPartnerMN.com).

Thank you for your cooperation in making *(name of property)* a safe, healthy, clean living environment for all residents.

Sincerely,