



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. If you are interested in quitting smoking, Quit Partner offers free support. Call 1-800-QUIT-NOW or visit www.QuitPartnerMN.com.

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

Sincerely,