Date

**IMPORTANT NOTICE**

Dear Tenants,

Please read this letter carefully and let us know if you have any questions or concerns.

To ensure the health and safety of all persons living here, we have adopted a **No Smoking Policy** for our buildings and individual units in (name of organization).

**The policy will go into effect on (Month-Day), 20XX.**

This policy means that no one will be allowed to smoke inside the building or on the property (include policy specifics), including individual units. Individuals and their guests who smoke will need to smoke elsewhere.

We are excited to announce this new policy and pleased to be making a positive step forward for everyone’s health. Please call your property manager if you have any questions.

You will find information in the lobby/office about the dangers of secondhand smoke and quit smoking resources.

We look forward to a happy and healthy future with clean air for all of our residents.

Sincerely,

Name

Phone