[Landlord Name]  
[Address]  
[Contact]

To

[Recipient Name]

Dear Mr. William,

This letter is to inform you that the apartment located at Manchester St,456 has been declared smoke free by XYZ authority for ensuring the wellbeing of residents. It is not allowed in any part of the building as well as accommodations, but for householders having temporary dispensation from this policy.

It is allowed only in certain specified areas outside the apartments. The areas of main use in your accommodation will be smoke-free including laundry, garage, gardens, basements, lawns, stairways, courtyards, common rooms, entrance, and hallways. You as well as your guests have to follow these rules and regulations to make the accommodation smoke free.

Smoking relates to breathing, inhaling, carrying, exhaling, and keeping of lighted pipe, cigar, and cigarette carrying tobacco in it or some other contagious product. In case of violating these rules, you will be responsible for its consequences. These rules have been made for your safety and moreover, smoking is injurious to health.

I assure you that still you will adore living in accommodation. I am of the view that this tiny change is a window of opportunity for you to make certain the building and its inhabitants healthier and smoke-free.

You are required now to stick to this policy and take this letter as notification about the alterations that will be materialized on your lease renewal. You are requested thereby to sign the affixed form and give it back to the administration in seven days. In case of any query, you can contact the administration or write to [email].

Sincerely,

Signature

Rock Marlin  
Assistant Manager,  
KOLA NEM Company