<<Date>>

<<Property Manager Name>>  
<<Address>>

Dear <<Property Manager Name>>,

I am writing because I have concerns about the smoke-free policy not being enforced here at <<Property Name>>. <<*Explain how often you can smell smoke and where.>>*

As you may know, secondhand smoke has many harmful health effects. According to the Surgeon General of the United States, secondhand smoke is not safe at any level. <<*Explain how the smoke has affected you.>>*

I respectfully ask that the policy be enforced on a regular basis. Please let me know how you plan to address the problem of secondhand smoke in my apartment. I would like to resolve this situation in a friendly way. I can be reached at <<phone or email>>.

With Respect,

<<Name>>