<<Date>>

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

Dear <<Property Manager Name>>,

I am writing because I have concerns about the secondhand smoke coming into my apartment from <<describe where you believe the smoke is coming from and how often>>. I urge you to create a smoke-free policy for all indoor areas of this apartment complex, including common areas and in each unit.

As you may know, secondhand smoke has many harmful health effects. The Surgeon General of the United States has reported that there is no safe amount of exposure to secondhand smoke. It causes breathing problems, cancer, heart disease, and birth defects. <<*Explain how the smoke has affected you. >>*

Across the country and the state, many apartment complexes have gone smoke-free with great success. These policies not only protect the health of residents, but they reduce the risk of fire, and the costs needed to clean and repair apartments. It is fully legal to require common areas and apartment units to be smoke-free. In fact, the U.S. Department of Housing and Urban Development urges multi-unit housing properties to have no-smoking policies. There are many resources to help with a new smoke-free policy at [www.smokefreehousingnc.com](http://www.smokefreehousingnc.com).

I do not want to suffer the health effects that are caused by this problem. Please let me know how you will help protect me from the secondhand smoke in my apartment. I wish to resolve this situation in a friendly way. I can be reached at <<phone or email>>.

With Respect,

<<Name>>