Sample Letter to Property Owner or Manager from Resident

Date:

Dear Property Owner or Manager,

I am writing this letter to request your help in dealing with secondhand smoke in my unit. Secondhand smoke has been getting into my unit from: (neighboring units, common areas, outside my window, doorway, other).

So far, I have tried: (sealing my apartment, running a fan, asking my neighbors to smoke outside, other) to fix this situation. I would like to request that you:

(Choose one or more of the following):

* Enforce the building’s no-smoking rule (if it already exists)
* Consider a no-smoking rule for the building or property
* Conduct a survey to see how many residents would prefer a no-smoking rule
* Relocate me to a non-smoking building that you own or manage
* Allow me to break my lease without penalty so I can move to a non-smoking building
* Other: (fill in your desired outcome)

Did you know that a no-smoking rule can be good for business? Please visit <https://www.lung.org/policy-advocacy/tobacco/smokefree-environments/multi-unit-housing> for more information about how smokefree policies can save you money, protect your property, reduce unit turnover time and expenses and help you gain a marketing edge. A no-smoking rule is entirely legal.

Thank you for your consideration. I would appreciate a written response to this letter.

Sincerely,

(Your Name)