

[Current Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: Notice of New Smoking Policy Addendum

Dear [Tenant Name],

Enclosed with this letter, you will find a new Smoking Policy Addendum to be incorporated into your current lease agreement for the property located at [Property Address].

This policy has been established to ensure a healthy and safe living environment for all residents and to protect the property from fire hazards and damage. Please review the attached document carefully as it outlines the designated non-smoking areas and any specific rules regarding tobacco or electronic cigarette use on the premises.

Please perform the following actions:

- Read the Smoking Policy Addendum in its entirety.
- Sign and date the document where indicated.
- Return the signed copy to the management office by [Due Date].

Once returned, a fully executed copy will be provided for your records. If you have any questions regarding this new policy, please contact [Management Name/Office] at [Phone Number] or [Email Address].

Thank you for your cooperation in keeping our community healthy and safe.

Sincerely,

[Landlord/Property Manager Name]

[Management Company Name]