

## Sample Letter to Your Landlord

Date

Dear (Landlord's Name)

This letter is to inform you that I (and/or other residents of my rental) am suffering from exposure to secondhand smoke that is coming into my unit (describe the situation.) As you may be aware, the Surgeon General recently declared that secondhand smoke is a proven air toxin.

[I am enclosing a copy of a letter from my physician documenting the medical condition that is being caused or worsened by secondhand smoke.] I am requesting (describe the request) to reduce and/or eliminate the exposure to secondhand smoke that I/we are experiencing.

Please let me know in writing how you plan to rectify this problem. The best solution would be for you to adopt non-smoking policies for the entire property. I am enclosing a fact sheet with five good reasons for you to adopt non-smoking policies. You can also find a wealth of information to help you at [smokefreeoregon.com](http://smokefreeoregon.com).

I look forward to hearing from you,

### **Note – Be sure to:**

- Keep copies of all written correspondence with your landlord. Send all correspondence with a "certificate of mailing" which proves you sent the letter.
- Document all verbal exchanges on Documenting Your Efforts for Smoke-Free Housing (See [SmokeFreeCapital.org](http://SmokeFreeCapital.org): Tobacco Free NY: Smoke-Free Apartments)