
SAMPLE TENANT TO LANDLORD LETTER

[Date]

Dear [Name of Landlord],

I am writing this letter to inform you that I [and other tenants if applicable] am suffering from exposure to secondhand tobacco smoke in my living environment. Secondhand smoke has been seeping into [my/our] residence from [explain where the smoke is coming from: neighboring units, common areas, doorway, windows, other].

Not only does the smoke smell, it's a health risk. Secondhand smoke contains more than 7,000 chemicals.ⁱ Of these, 70 can cause cancer and hundreds are toxic.ⁱⁱ

The smoke seeps through light fixtures and electrical outlets. It passes through windows and doorways. It passes through ventilation systems. This smoke causes asthma in kids and adults. And it's linked to Sudden Infant Death Syndrome (SIDS). It's also bad for older people and those with heart and breathing problems. Up to 175 Montanans die from secondhand smoke each year.ⁱⁱⁱ

There is no safe level of secondhand smoke. The only way to protect your health is to keep smoke away. I have asked people to smoke outside. But this has not worked. Smokefree policies protect health in buildings like ours.

Please [what do you want to say? Make our building smokefree? Remind people about our policy? Make our policy stronger? Ban smoking from all units, halls, balconies and outside common areas?]

I look forward to positive changes here at [name of housing facility]. Thank you for your time.

Sincerely,

[Name]

[Your contact information]

Helpful Tips:

- If you have a physician's letter, enclose a copy.
- Send letter with certification of mailing.
- Keep copies of all letters.
- Document all conversations about smokefree housing.

ⁱ Centers for Disease Control and Prevention, “Health Effects of Secondhand Smoke”, January 17, 2018, https://www.cdc.gov/tobacco/data_statistics/fact_sheets/secondhand_smoke/health_effects/index.htm Accessed [January 8th, 2020]

ⁱⁱ Centers for Disease Control and Prevention, “Health Effects of Secondhand Smoke”, January 17, 2018, https://www.cdc.gov/tobacco/data_statistics/fact_sheets/secondhand_smoke/health_effects/index.htm Accessed [January 8th, 2020]

ⁱⁱⁱ Centers for Disease Control and Prevention, “Smoking-Attributable Mortality, Morbidity, and Economic Costs (SAMMEC), 2009, <https://chronicdata.cdc.gov/Health-Consequences-and-Costs/Smoking-Attributable-Mortality-Morbidity-and-Econo/4yyu-3s69> Accessed [January 8, 2020]