

Sample Property Manager/Owner Letter

To: (Property Manager/Owner)
(Property Management Co.)
(Street Address)
(City, ST Zip)

Contact: (Your Name)
(Street Address)
(City, ST Zip)

Date: (Date)

Dear Property 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 www.tobaccofreeutah.org to access "Utah's Smoke-free Apartment and Condominium Guide" for more information about how smoke-free 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)