

# Dear Residents,

We hope this message finds you well. We would like to inform you of our revised smoking policy that will take effect on **[Effective Date]**.

## Revised Smoking Policy:

- Smoking is prohibited in all common areas, including lobbies, hallways, and lounges.
- Residents may smoke only in designated smoking areas located at **[Specify Locations]**.
- Residents are responsible for properly disposing of cigarette butts and other smoking-related waste.
- Violation of this policy may result in penalties as outlined in the resident agreement.

We appreciate your cooperation in creating a healthier environment for all residents. If you have any questions or concerns regarding this policy, please do not hesitate to contact us.

Thank you for your understanding and support.

Sincerely,

**[Your Name]**

**[Your Title]**

**[Property/Management Company Name]**

**[Contact Information]**