

Important Notice: Smoking Ban Announcement

Dear Residents,

We hope this message finds you well. As part of our ongoing commitment to provide a healthy and safe living environment for all tenants, we are implementing a smoking ban within our property.

This policy will take effect on **[Effective Date]**. Smoking will no longer be permitted in any common areas, individual units, or outdoor spaces within the premises.

We appreciate your understanding and cooperation as we work to create a healthier community for everyone. If you have any questions or concerns regarding this policy, please feel free to contact our management office.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]