

# Important Update: Tenant Smoking Policy Guidelines

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. As part of our ongoing commitment to creating a safe and healthy living environment for all residents, we are updating our Smoking Policy Guidelines. Please take note of the following important changes:

## Updated Smoking Policy Guidelines

- Smoking is prohibited in all common areas, including hallways, stairwells, and outdoor spaces.
- Residents may smoke only in designated smoking areas.
- Failure to comply with these guidelines may result in penalties as outlined in your lease agreement.

We appreciate your cooperation in maintaining a smoke-free environment for all tenants. If you have any questions or need further clarification, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]

[Contact Information]