

Event Smoking Policy Enforcement Notice

Date: [Insert Date]

Dear [Recipient's Name],

We are reaching out to inform you about our smoking policy for the upcoming [Event Name] scheduled to take place on [Event Date]. As part of our commitment to providing a safe and healthy environment for all attendees, we have established a strict no-smoking policy.

Smoking will not be allowed in any area of the event venue, including within [specific locations, e.g., "inside the main hall, outdoor areas, and restrooms"]. We ask all guests to respect this policy to ensure a comfortable experience for everyone.

Please be advised that any violation of this policy may result in [consequences, e.g., "immediate removal from the event without a refund"]. We appreciate your understanding and cooperation in this matter.

Thank you for your adherence to our smoking policy. We look forward to seeing you at [Event Name] and hope you have a great time.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]