

Public Area Smoking Policy Enforcement Notification

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you about the enforcement of the public area smoking policy that has been established within our community. This policy is aimed at promoting a healthier environment for all residents and visitors.

Effective [Insert Effective Date], smoking will not be permitted in the following areas:

- Public Parks
- Playgrounds
- Sidewalks adjacent to building entrances
- Within [Insert Distance] of any public gathering spaces

We kindly ask that all members of the community adhere to this policy to ensure everyone can enjoy a smoke-free environment. Failure to comply may result in [Insert Consequences, e.g., fines or warnings].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]