

# Complaint Letter Regarding Tobacco Smoke in Shared Spaces

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the issue of tobacco smoke in shared spaces within [specify location, e.g., apartment building, workplace, etc.]. As a resident/employee, I have noticed that the presence of tobacco smoke has created an uncomfortable and potentially unhealthy environment.

Despite attempts to address this issue informally, the problem persists, and it affects not only my quality of life but also that of other residents/employees who may be sensitive to smoke. The constant exposure is causing [mention any health-related issues, if applicable, or simply state it's an inconvenience].

I kindly request that measures be taken to mitigate this issue, such as establishing designated smoking areas away from shared spaces or implementing stricter policies regarding smoking within the premises.

Thank you for your attention to this matter. I hope to see positive changes that ensure a healthier and more pleasant environment for everyone involved.

Sincerely,

[Your Name]