

Inquiry About Tobacco Smoke Policies in Workplaces

To Whom It May Concern,

I hope this message finds you well. I am writing to inquire about the current policies and regulations that address tobacco smoke in workplaces within your organization. As an advocate for health and wellness, I am particularly interested in understanding the measures you have implemented to protect employees from secondhand smoke exposure.

Specifically, I would appreciate any information regarding:

- The existence of a smoke-free workplace policy
- Designated smoking areas, if applicable
- Employee education and support programs related to smoking cessation
- Compliance with local and national tobacco control laws

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]