

No Smoking Policy Clarification for Visitors

Date: [Insert Date]

Dear Valued Visitor,

We would like to take this opportunity to remind you of our no smoking policy that applies to all visitors, staff, and contractors while on our premises. This policy is in place to ensure a safe and healthy environment for everyone.

Smoking is strictly prohibited in all indoor spaces and within a [specific distance] from entrances, windows, and ventilation systems. Designated smoking areas are available [insert locations if applicable].

We appreciate your cooperation in adhering to this policy. If you have any questions or need further clarification, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]