

No Smoking Policy Compliance Request

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

As part of our commitment to maintaining a safe and healthy working environment, we would like to remind you of our no smoking policy that is effective at all our sites.

We request your full compliance with this policy and kindly ask that you review and communicate this requirement to your team members who may be working onsite. Ensuring that all staff adhere to this policy is crucial to preserving the well-being of everyone involved.

Thank you for your cooperation. We look forward to your confirmation of compliance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]