

Dear Residents,

We hope this message finds you well. We are reaching out to inform you of an important update to our no smoking policy effective [Insert Date].

As part of our commitment to providing a safe and healthy environment for all residents, smoking will no longer be permitted in any indoor areas of the property, and designated outdoor smoking areas will be established.

We appreciate your cooperation and understanding as we implement this policy to promote a healthier living space for everyone.

If you have any questions or concerns, please feel free to contact the management office.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Property Management Company]