

# Indoor Smoking Agreement Clarification

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: \_\_\_\_\_

Subject: Clarification of Indoor Smoking Agreement

Dear [Recipient's Name],

We are writing to clarify the terms of the indoor smoking agreement established on [insert date of agreement]. This letter serves to outline the key provisions related to smoking indoors in [specify location or property].

- 1. Designated Smoking Areas:** Smoking is only permitted in the designated areas outlined in the agreement.
- 2. Prohibited Areas:** Smoking is strictly prohibited in all other indoor areas including [list specific areas such as hallways, restrooms, etc.].
- 3. Compliance:** All residents/tenants/guests must comply with this agreement and any violations may result in [consequences such as fines or termination of lease].

If there are any questions or further clarifications needed regarding this agreement, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title or Position]

[Your Contact Information]