

Letter Template for Indoor Smoking Provisions Adjustment

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about the adjustments made to our indoor smoking provisions, effective [insert effective date].

In response to feedback and the growing awareness regarding the health implications of indoor smoking, we are implementing the following changes:

- [Detail adjustment 1]
- [Detail adjustment 2]
- [Detail adjustment 3]

We believe these changes will create a healthier environment for everyone while still accommodating those who wish to smoke. We appreciate your understanding and cooperation as we implement these new provisions.

If you have any questions or concerns, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]