

Request for Revision of Indoor Smoking Policy

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company/Organization Address]

Dear [Recipient Name],

I am writing to formally request a revision of the current indoor smoking policy at [Company/Organization Name]. As an employee and a concerned member of our community, I believe that updating this policy could significantly improve the health and well-being of our staff and visitors.

Recent studies have shown that exposure to secondhand smoke can lead to various health complications. Furthermore, creating a smoke-free indoor environment aligns with best practices observed in many modern workplaces.

I kindly ask you to consider a thorough review of the current policy and the potential to implement a smoke-free indoor policy that ensures a healthier atmosphere for everyone. I would be happy to discuss this matter further and provide additional resources or data to support this request.

Thank you for your consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]