Date: xx/xx/xxxx
To: Editor
    The Publication (newspaper)
    Newspaper address

Re: A No Smoking Policy for Multi-Unit Housing

To the editor:

[Cite recent local news source if appropriate. For example, "Last week you reported that we’re facing a secondhand smoke issue where we live."]

Smoke from other units enters my non-smoking unit through shared walls and vents. Secondhand smoke is a health concern and I would like to see a policy that protects my family’s health by requiring multi-unit housing to be smokefree in all units and communal areas.

[Insert personal story. For example, "My daughter has asthma, we live in an apartment. The drifting secondhand smoke from a nearby neighbor has triggered asthma attacks."]

According to the Centers for Disease Control, secondhand smoke causes 41,000 deaths in the US a year. Secondhand smoke can enter through doors and windows, and through any cracks in the walls and the vents.

The only way to keep secondhand smoke out of apartments like mine is to make the whole facility smokefree. A citywide policy is important to the health of everyone, especially the children, living in multi-unit housing. There is no safe amount of secondhand smoke exposure.

[Insert local call to action. * For example, "That’s why I’m encouraging City Council to pass a strong smokefree multi-unit housing ordinance that will protect families where they live."]

Sincerely,
[Sign here]
Type your name here

* The sample call to action is designed for coalition partners and community members. Tobacco tax funded projects cannot ask decisionmakers to pass tobacco control policies.

Remember, when adding your personal connection, local ask and recent news stories, the letter should stay under 250 words, or the publisher’s requirements, which may be less.