

## Sample Neighbor Letter

Renter  
123 St., Apt. A  
Our Town, OR 97000

Date:

Neighbor Renter  
123 St., Apt. B  
OurTown, OR 97000

Dear Neighbor Renter,

I am writing to everybody in this apartment building because I/my family have been getting a lot of secondhand smoke in our unit. I/my members of my family have developed some serious health problems and we're pretty sure it's from the smoke. I don't know exactly where the smoke is coming from, but if you happen to be someone who smokes in your unit, would you please consider smoking outside? I have learned that there's no way to stop secondhand smoke from drifting, even with a really strong ventilation system, windows, or fans.

Smoking outside or quitting smoking will...

- protect your family *and* your neighbors
- prevent fires in your home
- reduce damage to your apartment...maybe helping you get back more of your cleaning deposit
- make you feel good because you are doing a good thing for your family and neighbors

If you are ready to quit smoking, call the Oregon Tobacco Quit Line: 1-800-QUIT-NOW.

Thank you,

Renter

**\*Ventilation and sealing your apartment cannot guarantee protection from secondhand smoke.**

**"Currently, the only way to effectively eliminate health risk associated with indoor exposure is to ban smoking activity,"**

*ASHRAE, the American Society of Heating, Refrigerating, and Air Conditioning Engineers*

*NOTE: The information provided by the Portland-Vancouver Metro Area Smokefree Housing Project is for educational purposes only. It is not offered or intended to be and should not be construed to be legal advice, nor to be a substitute for obtaining legal advice from a licensed attorney.*