

## Sample Letter to Your Landlord

Renter  
1234 Street, Apt. A  
My Town, NY 12000

Date

Property Manager/Owner  
Property Management Co.  
567 Street  
Your Town, NY 12000

Dear Property Manager,

I am writing this letter to request your help in dealing with secondhand smoke in my unit. Secondhand smoke has been getting into my unit from (neighboring units, common areas, outside my window, doorway, other). As you may be aware, the Surgeon General recently declared that secondhand smoke is a proven air toxin. [option: I am enclosing a copy of a letter from my physician documenting the medical condition that is being caused or worsened by secondhand smoke.]

So far, I have tried: (sealing my apartment, running a fan, asking my neighbors to smoke outside, other) to fix this situation. I would like to request that you (Choose one or more of the following)

- Enforce the building's no-smoking rule (If it already exists)
- Allow me to break my lease without penalty so I can move to a nonsmoking building
- Relocate me to a nonsmoking building that you own or manage
- Consider a no-smoking rule for the building
- Conduct a survey to see how many residents would rather have a no-smoking rule
- Other

A no-smoking rule is entirely legal and can help save you money. Please visit [www.SmokeFreeHousing.org](http://www.SmokeFreeHousing.org) to access the *New York Landlords Smoke-Free Housing Toolkit* and for assistance with implementing a policy.

Thank you for your consideration. I would appreciate a written response to this letter.

Sincerely,

Renter

*Note: The information provided by Smoke Free Housing NY 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.*