**Sample Letter to Your Landlord**

Renter

1234 Street, Apt. A

Crescent City CA 95531

Date

Property Manager/Owner

Property Management Co.

567 Street

Crescent City

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 nosmoking

rule

• Other

A no-smoking rule is entirely legal and can help save you money.

Sincerely,

Renter