



Sample tenant-survey cover letter

<Name>
<Address>
<Date>

RE: survey of residents residing at <insert building name and address>

Dear <Name>,

We are currently considering implementing a smoke-free policy. We want to reassure existing tenants that your views on the topic are important to us and will help us as we make this decision. The enclosed survey is meant as a first step in seeking your input. Please note that any potential smoke-free policy would not result in tenants being evicted for being smokers, would not force anyone to quit smoking and would not prevent smokers from renting accommodation.

We want to offer quality rental accommodations to our tenants, and since 84 per cent of Albertans are non-smokers, we believe that Albertans want more options for smoke-free living. We also believe that this policy will provide added benefits that include:

- improved air quality for all residents;
- reduced risk of fires;
- reduced maintenance, cleaning and recovery costs/time; and,
- reduced complaints of migrating second-hand smoke.

We are seeking input from our tenants to identify:

- the extent of the problem of second-hand smoke migration between units;
- the extent of support or opposition for a smoke-free policy; and,
- the areas that should be included in a potential smoke-free policy.

We are very interested in your input, and those who complete the survey and return it to the office by <deadline> will be entered in a draw to win <a \$100 gift certificate or a \$100 credit toward your rent>. The survey should only take about three minutes of your time.

Sincerely,

<Property manager and/or landlord>