

EXAMPLE: Announcement letter to Clients

(Agency Letterhead)

To Our (AGENCY NAME) community:

Beginning on (DATE) , (AGENCY NAME) will be a tobacco-free environment. This means that clients, staff, volunteers, and visitors are prohibited from using or possessing tobacco products inside or outside (AGENCY NAME) buildings.

(AGENCY NAME) prioritizes the health and wellness of our clients and staff. We are joining various behavioral health agencies across the country that have become tobacco-free to maintain a supportive environment for everyone.

Clients are not required to stop using tobacco; however all parties must comply with the policy to refrain from tobacco use while on (AGENCY NAME) property. Tobacco products and related paraphernalia may be kept in locked personal vehicles.

During intake and orientation, staff will ask about your tobacco use. For those who choose to stop or reduce their tobacco use, your provider can assist you with identifying resources to assist you and providing tobacco-cessation products. You may also consider calling the Wisconsin Tobacco Quitline (1-800-QUIT-NOW) to speak with a trained Quit Coach.

We appreciate your cooperation and support with this policy, and for helping maintain a healthier environment for everyone.

Sincerely,

(NAME OF AGENCY LEADERSHIP AND SIGNATURE)

(AGENCY NAME AND CONTACT INFORMATION)