APPENDIX I: SAMPLE LETTER TO CLIENTS

| Send on Agency practice letterhead |
|--|
| To Our Clients: |
| Beginning on <i>DATE, NAME OF Organization</i> will adopt a campus-wide, tobacco-free policy. This policy means that clients, visitors, employees and physicians are prohibited from using tobacco products anywhere inside or outside ORGANIZATION. |
| ORGANIZATION has joined behavioral health facilities across the nation that have become tobacco-free. This policy has been endorsed by numerous health advocacy groups, including NAMES OF SUPPORTING ORGANIZATIONS. It is intended to help ORGANIZATION maintain the healthiest possible environment for clients, employees and visitors. |
| Upon your admission to <i>ORGANIZATION</i> , please notify the intake staff if you use tobacco. This information will be forwarded to providers who can help you quit, provide tobacco-cessation products, or discuss alternative resources for you. |
| Thank you for your cooperation with this <i>ORGANIZATION</i> policy and for helping maintain a healthier environment for everyone. |
| If you choose to quit or cut back on tobacco-use, I am always happy to talk with you about it. You may also consider calling the tobacco quit line, 1-800-No-BUTTS, where trained coaches can help you through the quitting process. |
| Sincerely, |
| NAME OF CEO/PRESIDENT OF AGENCY |
| |