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## APPENDIX I: SAMPLE LETTER TO CLIENTS

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***Send on Agency practice letterhead***

To Our Clients:

Beginning on *DATE*, *NAME OF Organization* 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 *ORGANIZATION*, 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 *ORGANIZATION* 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*