

**TOBACCO-FREE POLICY REVIEW INVITATION**

DATE

NAME  
ORGANIZATION  
ADDRESS  
ADDRESS

RE: Going for the Gold – Tobacco-Free Campus Policies

Dear NAME:

Hospitals and health systems are transforming the way they do business to improve the health of their patients, employees and communities. This transition has set in motion local and state initiatives to address tobacco use through systems change and the creation of tobacco-free environments.

As part of a grant-funded project, we are working with local agencies to review their existing tobacco-free campus policies and to recommend policy enhancements to support a tobacco-free culture of health. I am writing to invite you to participate in the grant project by submitting your tobacco-free campus policy for review.

Participating organizations will receive feedback on their written policies, and will be recognized in our report to [e.g., STATE AGENCY] and the [e.g., STATE LEGISLATURE]. Your agency may also be eligible to receive tobacco-free campus signage. Should policy enhancements be recommended, we hope you will consider adoption of a gold standard policy, effective [DATE]. For agencies that don't currently have a written policy, we will assist by providing model policy language for your consideration.

We hope to review all policies by [DATE]. You may submit your policy via mail or email by [DATE]. I will call your office next week to provide more information and to answer any questions that you may have about the project. If you have questions, however, please feel free to contact me at your convenience, [PHONE].

Respectfully,

NAME  
TITLE  
ORGANIZATION  
ADDRESS  
PHONE