*\*\*\*Template Letter to Public Housing Authority Director- Please personalize before sending\*\*\**

[DATE]

[NAME]

[TITLE]

[ADDRESS]

Dear [NAME]:

Our organizations write today to share resources with you about to [NAME OF PUBLIC HOUSING AGENCY] On November 30, 2016, the U.S. Department of Housing and Urban Development (HUD) released a final rule requiring all public housing agencies to implement smokefree policies for all residential units and common areas by July 30, 2018. There are many resources to help implement this policy.

While the proposed rule does not require public housing residents to quit smoking, some residents will use the implementation of the new smokefree policy as an impetus to quit smoking for good. Based on the experiences of the over 200 public housing authorities across the country that have already adopted smokefree policies, some residents want to quit smoking and they need help. Coverage for and access to proven and effective quit smoking medications can vary depending on health coverage, but smoking rates for lower income Americans are significantly higher than the general public.

There are many resources available to implement the new smokefree policy and to help smokers in your community quit, if they want to.

* The University of Texas MD Anderson Cancer Center and the American Lung Association have designed a toolkit detailing tobacco cessation resources and the smokefree public housing rule, which can be found at Lung.org/cessation-toolkit.
* The Lung Association has an additional series of materials available at lung.org/smokefreehousing.
* State and local departments of health are an important resource.
* The Department of Housing and Urban Development has staff across the country who are specifically working on the implementation of smokefree public housing. These individuals are another important resource to work with.

Please feel free to contact me at [CONTACT INFORMATION]. We are happy to set up a meeting to talk more about the implementation of the rule, quit-smoking information and how our organizations can be helpful.

Thank you,

[NAME]

[CONTACT INFO]