

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
Name		Address Line 2
Address Line		City, State Zip Code
City, State Zip Code		

Re: Smoking

Dear :

Did you know that smoking is bad for you? Smoking causes lung cancer, heart disease, bronchitis, emphysema, and cancer of the mouth. This is just a small number of the dangers of smoking. Did you know that 390,000 American die from the effects of smoking each year? Did you know that smokers in the US spend nearly \$50 million annually on cigarettes? Did you know that if you smoke one \$3.25 pack a day for a year, that you have literally burnt up \$1,186.25. Do you know what you can buy for that? A lot more than cigarettes. A study showed that smokers averaged at least two more sick days a year than non-smoking employees. Smokers also did their jobs at a slower, less productive pace than non-smokers.

So last question: Why are you smoking?

Sincerely,

N A M E