Dear….

It’s great to hear that you are interested in receiving more information about the **free** Make Smoking History program.

The program is focused on working with community, health, and corrective services (like <Insert name of service>) to identify tailored solutions for addressing smoking and integrate it into the work they’re already doing. We believe that everyone should have access to personalised, non-judgemental information and support to help them reduce and quit smoking, in an environment they trust.

<Insert I/we> are here to work alongside your service on an organisational-wide Make Smoking History project that aims to:

1. Provide everyone at the service with access to quit information and support; and
2. Increase smoke-free areas at the service.

This is achieved by identifying tailored strategies for these outcomes:

* **Implement and promote a comprehensive smoking policy**
* **Promote a smoke-free culture**
* **Expand smoke-free environments**
* **Build the capacity and confidence of staff to address smoking**
* **Embed quit smoking support into processes and procedures**
* **Monitor and evaluate quit smoking support**

The project ensures that the changes made are **sustainable** by being integrated into existing service delivery of the organisation where possible, **easy to access** for staff and clients, and make a **positive impact**.

For more information <Insert I/we> encourage you to visit the [Make Smoking History website for community services](https://makesmokinghistory.org.au/communityservices/make-smoking-history-program/make-smoking-history-program). The website not only includes information about the program but also shares stories from other community, health, and correctives services who are working to make smoking history.

<Insert I/we>look forward to meeting with you to talk through the opportunities for us to work together in more detail. It would be a good opportunity for <Insert me/us> to learn more about <Insert name of service> and the support you provide, and <Insert I/we> can also provide you with more information about the program.

<Insert I/we> hope we’ll be able to meet up soon and look forward to hearing from you.

Kind regards,

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