



## Sample

### Bed Bug Information/Introduction Letter

[Insert Date]

[Insert Contact Information]

Dear [Insert Resident's Name],

As you may have seen in the newspaper and other media, bed bugs are spreading to dorms, hotels, and apartment buildings throughout the U.S. New York has been dealing with this problem for many years. We do not currently have a bed bug problem in this building. However, we are committed to providing you with a safe and healthy living environment. In order to do so, we feel it's our responsibility let you know a few things about bed bugs to make sure bed bugs are stopped at the front door.

**If you suspect a bed bug problem in your unit or another area of the building, contact management immediately at \_\_\_\_\_.** Do not feel embarrassed or ashamed. Bed bugs are not associated with being dirty. Bed bugs are great hitchhikers! They can be just as easily picked up from trips to foreign countries as stays in four star hotels.

Because bedbugs easily spread and multiply, we ask for your cooperation in helping us to keep bed bugs out of the building and prevent any spread. Enclosed with this letter are materials to help you understand the problem better:

1. General Bed Bug Factsheet
2. Tenant Bed Bug Checklist
3. Furniture Disposal Procedures
4. Inspecting for Bed Bugs

Please read these documents carefully. They will help you understand and be more in control of your living environment.

In case a bed bug infestation is suspected or found in the building, you will be notified. Your cooperation will be needed to contain the problem, and this may involve professional inspection and treatment of your unit. All pertinent information will be provided to you at that time. With luck we will never have that problem.

If you have any questions about bed bugs or our policies, please feel free to contact us. And always notify management immediately if you suspect a bed bug problem

Thank you in advance for your cooperation. We are committed to providing safe housing and our combined efforts will ensure a pleasant living situation for all tenants in the building.

Management