

[Date]

[Tenant Name or Business Name]

[Property Address]

[Suite/Unit Number]

RE: Notice Regarding Snow and Ice Removal Procedures

Dear [Tenant Name],

As the winter season approaches, we would like to inform you of the snow and ice removal procedures for [Property Name]. Our goal is to maintain safe access to the premises for all tenants, employees, and visitors.

Professional Services:

We have contracted [Contractor Name] to monitor weather conditions and provide plowing and salting services for the main parking lots and common driveways once accumulations reach [Number] inches.

Sidewalks and Entryways:

[Identify responsibility: e.g., Management will clear main walkways, but Tenants are responsible for keeping their specific storefront entrances and private loading docks clear of ice and snow.]

Vehicle Safety:

To ensure thorough clearing of the lot, we ask that all vehicles be moved to [Designated Area] or removed from the lot during heavy snow events. Vehicles left overnight may be plowed in or may obstruct clearing efforts.

Reporting Hazards:

While we strive to keep the property clear, weather conditions can change rapidly. Please report any "black ice" or particularly hazardous areas immediately to [Property Manager Name] at [Phone Number].

Thank you for your cooperation in keeping our commercial community safe during the winter months.

Sincerely,

[Your Name/Signature]

[Property Management Company Name]

[Contact Email]

[Contact Phone]