

Date: [Insert Date]

To: [Property Manager/Owner Name]

Company: [Client Company Name]

Property Address: [Insert Property Address]

Subject: End of Season Snow and Ice Removal Operations Summary

Dear [Recipient Name],

As the winter season concludes, we would like to provide you with a summary of the snow and ice management services performed at your property. This report outlines our operational activities and the current status of your site.

Season Overview:

- **Total Snowfall Events:** [Number]
- **Total Ice/Freezing Rain Events:** [Number]
- **Total Site Visits:** [Number]
- **Total Material Used (Salt/De-icer):** [Amount/Tonnage]

Operational Highlights:

[Briefly describe any specific challenges overcome or major storms handled during the season.]

Post-Season Site Inspection:

We have completed a final walkthrough of the property. Below is a summary of our findings:

- **Curbing and Pavement:** [Condition status]
- **Landscaping/Turf:** [Condition status]
- **Drainage:** [Status of catch basins and runoff areas]
- **Identified Repairs:** [List any damage noted for repair]

Equipment and Marker Removal:

All snow stakes, markers, and onsite equipment have been removed as of [Date].

Next Steps:

We are currently preparing proposals for any necessary site repairs and for the upcoming [Year] season. We will contact you shortly to discuss these details and ensure your property is ready for the spring and summer months.

Thank you for choosing [Your Company Name] for your winter maintenance needs. We appreciate your partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]