

Date: [Insert Date]

To: All Tenants of [Insert Property Name/Address]

Subject: Notice of Snow and Ice Removal Operations

Dear Tenant,

With winter weather approaching, we are writing to inform you of our snow and ice removal procedures to ensure the safety and accessibility of the property.

1. Removal Schedule:

Snow removal operations will generally commence when snow accumulation reaches [Insert Number] inches. De-icing salt or sand will be applied to walkways and stairs as conditions dictate.

2. Vehicle Relocation:

To allow for thorough plowing of the parking lot, all vehicles must be moved to [Insert Designated Area] or off-site once snowfall exceeds [Insert Number] inches. Vehicles not moved may be plowed in or towed at the owner's expense.

3. Tenant Responsibilities:

Tenants are responsible for clearing snow from [Insert Areas, e.g., personal balconies/private entryways]. Please do not shovel snow into previously cleared common walkways or parking stalls.

4. Safety Warning:

Please exercise caution when walking or driving during winter weather. Surfaces that appear wet may be "black ice." We recommend using footwear with appropriate traction.

5. Contact Information:

To report extremely hazardous conditions or missed areas, please contact [Insert Name/Office] at [Insert Phone Number].

Thank you for your cooperation in keeping our community safe this winter.

Sincerely,

[Your Name/Property Management Name]

[Contact Information]