

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Winter Weather: Snow and Ice Removal Preparedness

Dear [Recipient Name],

As the winter season approaches, we want to inform you of our preparedness plans for snow and ice removal. Our goal is to ensure the safety and accessibility of the premises during inclement weather.

Our winter maintenance plan includes the following:

- **Monitoring:** We will actively monitor local weather forecasts to anticipate snow and ice accumulation.
- **Equipment and Supplies:** All removal equipment has been serviced, and we have stocked sufficient supplies of salt and de-icing materials.
- **Priority Areas:** Clearing efforts will prioritize main entrances, emergency exits, handicap-accessible ramps, and primary walkways.
- **Scheduling:** Removal operations will typically begin when snow accumulation reaches [Number] inches or when ice begins to form.

How you can help:

- Please clear vehicles from parking areas when a storm is anticipated to allow plows to operate efficiently.
- Report any particularly hazardous or slippery spots to [Contact Name/Department] at [Phone Number/Email].
- Exercise caution while walking or driving on the property during winter weather events.

We are committed to maintaining a safe environment throughout the winter months. If you have any questions regarding our snow removal procedures, please contact us.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]