

Date: [Insert Date]

To: [Recipient Name/All Residents/Tenants]

Subject: Winter Snow Removal and Grounds Preparation

Dear [Name/Resident],

As the winter season approaches, we would like to inform you of our plans for snow removal and grounds maintenance to ensure the safety and accessibility of the property.

Snow Removal Protocol:

- Plowing will commence once snow accumulation reaches [Insert Number] inches.
- Priority will be given to main driveways, emergency exits, and primary walkways.
- Salt and de-icing agents will be applied to high-traffic pedestrian areas as needed.

Resident Responsibilities:

- Please move vehicles to designated areas during active plowing to allow for complete clearance.
- Keep entryways and sidewalks clear of personal items, such as bicycles or potted plants.
- Report any particularly icy or hazardous patches to management immediately.

Grounds Preparation:

Our landscaping team has completed fall cleanup, including leaf removal and gutter cleaning, to prevent drainage issues during the thaw. We have also installed snow markers along curbs to guide plow operators.

We appreciate your cooperation in keeping our community safe during the winter months. If you have any questions or concerns, please contact the office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Property Manager Name]
[Company Name]
[Contact Information]