

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Responsibility for Sidewalk Clearance and Snow Removal

Dear [Recipient Name],

This letter is to formally notify you of the responsibilities regarding snow and ice removal for the property located at [Property Address].

As the [Tenant/Property Owner/Occupant], you are responsible for maintaining the safety of the public sidewalks adjacent to your property. Please ensure that:

- All snow is cleared from the sidewalk within [Number] hours after a snowfall ends.
- Ice is treated with salt, sand, or other melting agents to prevent slips and falls.
- A path of at least [Number] feet in width is maintained for pedestrian access.
- Snow is not pushed or shoveled into the public roadway.

Failure to clear the sidewalks in a timely manner may result in [fines/penalties/removal costs] as per [Local Ordinance Number or Lease Agreement Section].

Your cooperation is essential in ensuring the safety of neighbors, pedestrians, and mail carriers during the winter season.

If you have any questions regarding this requirement, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Organization Name]

[Your Title]

[Your Contact Information]