

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Notification of Coordinated Snow Removal Schedule

Dear [Contact Name],

This letter is to formally notify you of the coordinated snow removal schedule for the upcoming winter season at [Property Name/Location].

To ensure safety and operational efficiency, please adhere to the following schedule and guidelines:

- **Trigger Point:** Removal services should commence once snow accumulation reaches [Number] inches.
- **Primary Clearing Hours:** Snow must be cleared from primary access points by [Time, e.g., 7:00 AM] daily.
- **Priority Areas:** Priority 1: Main Entrance and Emergency Routes; Priority 2: Staff Parking; Priority 3: Loading Docks.
- **Salt/De-icing:** Application should occur immediately following the clearing of surfaces.

Please confirm receipt of this schedule and provide the name and 24-hour contact number for your on-site supervisor for this contract.

We look forward to a safe and productive season. If you have any questions regarding these instructions, please contact [Name] at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company Name]