

[Your Company/Organization Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Snow Removal Policy

We hope this letter finds you well. As winter approaches, we would like to remind all employees/residents about our snow removal policy to ensure a safe and efficient environment during snowy weather conditions.

1. ****Snow Removal Schedule****:

- Snow removal will commence once there is an accumulation of [specify inches] or more.

- Efforts will be made to clear primary walkways, driveways, and entrances within [specify time frame] of snowfall cessation.

2. ****Employee/Resident Responsibilities****:

- Employees/residents are encouraged to keep pathways clear in front of their units.

- Please report any hazardous areas that may require additional attention.

3. ****Parking Policies****:

- Vehicles must be parked in designated areas to ensure machinery access for snow removal.

- Any vehicles obstructing snow removal efforts may be towed at the owner's expense.

4. ****Safety Measures****:

- We advise everyone to exercise caution while navigating snowy or icy areas.

- Use appropriate footwear and consider using aids such as handrails where available.

For any questions or further clarification regarding the snow removal policy, please feel free to reach out to [contact information].

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]