

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: UV Protection Measures for Event

We are excited to partner with you for the upcoming [Event Name] scheduled for [Event Date]. To ensure the safety and well-being of all participants, we want to highlight the importance of UV protection during the event.

With the event being held outdoors, we recommend the following measures:

1. **\*\*Sunscreen Stations:\*\*** Provide SPF 30 or higher sunscreen at multiple locations for attendees to use.
2. **\*\*Shade Areas:\*\*** Set up shaded areas where participants can escape direct sunlight.
3. **\*\*Educational Material:\*\*** Distribute pamphlets or information on UV safety, including the importance of hydration and wearing UV-protective clothing.
4. **\*\*Timing Considerations:\*\*** Schedule activities during times when UV exposure is lower, if possible.

We appreciate your cooperation in implementing these UV protection measures to ensure a safe and enjoyable experience for everyone involved.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]