

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notification of UV Light Usage Guidelines

Dear [Recipient's Name],

We are reaching out to inform you about the updated guidelines for the usage of UV light equipment within our facilities. In light of recent studies and safety reviews, it is imperative that all staff and users adhere to the following protocols:

1. **\*\*Area Preparation\*\***: Ensure that the area is cleared of all persons and pets prior to the activation of UV lights.

2. **\*\*Protective Gear\*\***: All personnel must wear appropriate UV protective eyewear and personal protective equipment (PPE) during operation.

3. **\*\*Operational Guidelines\*\***: UV lights should only be operated by trained personnel. The devices must not be left unattended while in use.

4. **\*\*Duration of Exposure\*\***: Limit exposure time to the minimal requirement for effective sanitization to reduce risk.

5. **\*\*Maintenance Checks\*\***: Regular maintenance and inspections of UV equipment are mandatory to ensure they are functioning correctly.

Please ensure that these guidelines are reviewed and adhered to in order to maintain a safe working environment. Training sessions will be scheduled to further discuss these protocols and answer any questions you may have.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]