

[Your School/Organization Letterhead]

[Date]

Dear Parents and Guardians,

We hope this letter finds you well. As we approach the warmer months, we want to take this opportunity to remind everyone about the importance of UV index precautions for our children's health and safety.

The UV index is a measure of the strength of sun's ultraviolet (UV) rays, which can cause skin damage, sunburn, and increase the risk of skin cancer. Here are some recommendations to help protect your child:

1. **Sunscreen**: Please apply broad-spectrum sunscreen with an SPF of at least 30 on your child 15 minutes before outdoor activities and reapply every two hours.

2. **Clothing**: Encourage your child to wear protective clothing, including a wide-brimmed hat and UV-blocking sunglasses.

3. **Shade**: Whenever possible, seek shade during peak sun hours, typically between 10 a.m. and 4 p.m.

4. **Hydration**: Ensure that your child stays hydrated by drinking plenty of water throughout the day.

5. **Education**: Talk with your child about the importance of sun safety and the consequences of neglecting UV precautions.

We appreciate your cooperation in helping to keep our children safe from the harmful effects of too much sun. If you have any questions or would like further information, please feel free to reach out.

Thank you for your support!

Sincerely,

[Your Name]

[Your Position]

[Your School/Organization]

[Contact Information]