

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: UV Index Alert for Summer Camps

As we strive to ensure the safety and well-being of all participants in our summer camps, we would like to bring to your attention the increased UV index levels this season.

The UV index is a measurement of sun exposure and the risk of harm from unprotected sun exposure. During the summer months, especially in [specific regions], the UV index can reach elevated levels, posing potential health risks such as sunburn, heat exhaustion, and long-term skin damage.

To safeguard our campers, we recommend the following precautions:

1. **Sunscreen Application**: Ensure campers apply broad-spectrum sunscreen with an SPF of 30 or higher before outdoor activities and reapply every two hours.
2. **Protective Clothing**: Encourage campers to wear lightweight, long-sleeved clothing and wide-brimmed hats.
3. **Shade Availability**: Organize activities in shaded areas whenever possible, especially during peak sunlight hours (10 AM - 4 PM).
4. **Hydration**: Remind campers to stay hydrated with plenty of water during outdoor activities.
5. **Education**: Conduct brief sessions to educate campers about the importance of sun safety and recognizing the signs of sun distress.

We appreciate your cooperation in implementing these safety measures and ensuring a protected environment for all campers. Please feel free to reach out if you have any questions or need further information.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]