

[Your Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recreational Center Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: UV Index Notification and Safety Precautions

We hope this letter finds you well. As part of our commitment to ensuring the safety and well-being of all visitors at [Recreational Center Name], we would like to bring your attention to the local UV index forecast.

During the upcoming days, the UV index is expected to reach levels that may pose a risk for outdoor activities. We recommend implementing the following safety measures to protect all patrons and staff:

1. ****Inform Visitors****: Display the current UV index in visible areas throughout the center and include safety guidelines.
2. ****Encourage Protective Gear****: Remind patrons to wear sunscreen, hats, and sunglasses while engaging in outdoor activities.
3. ****Schedule Activities****: Optimize outdoor programming to avoid peak UV hours (10 AM to 4 PM) when UV radiation is strongest.
4. ****Provide Shade****: Ensure ample shaded areas are available for resting to minimize direct sun exposure.

Thank you for your attention to this important matter. We appreciate your cooperation in promoting a safe and enjoyable environment for everyone.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]