

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. As we approach the warmer months, I wanted to take a moment to stress the importance of protecting ourselves from UV rays.

1. **\*\*Wear Sunscreen\*\***: Use a broad-spectrum sunscreen with an SPF of at least 30, reapplying every two hours, especially after swimming or sweating.
2. **\*\*Seek Shade\*\***: During peak sun hours (10 AM - 4 PM), try to stay in shaded areas when possible.
3. **\*\*Protective Clothing\*\***: Wear long-sleeved shirts, pants, and a wide-brimmed hat to shield your skin from direct sunlight.
4. **\*\*Sunglasses\*\***: Invest in sunglasses that offer 100% UV protection for your eyes.
5. **\*\*Regular Skin Checks\*\***: Be vigilant and check your skin regularly for any new or changing moles or spots, and consult a dermatologist if you have any concerns.

Let's work together to ensure our safety from UV exposure this season.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Contact Information]