

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Safety Notice on UV Risks

We are writing to bring to your attention the potential risks associated with ultraviolet (UV) radiation exposure in our workplace. As part of our commitment to ensuring a safe working environment, it is essential to acknowledge these hazards and take proactive measures to minimize risks.

1. **Understanding UV Risks**

- Briefly describe UV radiation and its sources.
- Highlight the health effects associated with UV exposure (e.g., skin cancer, eye damage).

2. **Preventive Measures**

- Encourage employees to wear protective clothing and sunscreen when working outdoors.
- Recommend the use of UV-filtering sunglasses and hats with brims.
- Implement shaded areas or structures for outdoor workspaces.

3. **Monitoring and Reporting**

- Inform employees about the importance of monitoring their UV exposure.
- Provide guidelines for reporting any health concerns related to UV exposure.

4. **Training and Resources**

- Outline any available training sessions on UV safety.
- Provide resources for further information on UV risks and protection.

We appreciate your attention to this important matter. Together, we can work toward creating a safer environment for everyone. Should you have any questions or concerns, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Company Name]