

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

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

Dear [Recipient Name],

Subject: UV Protection Policy

We are committed to ensuring the safety and well-being of our employees and visitors at [Your Company Name]. As part of this commitment, we have developed a UV Protection Policy aimed at minimizing exposure to harmful ultraviolet (UV) radiation.

1. **Purpose**

The purpose of this policy is to protect our employees and visitors from the adverse health effects associated with UV exposure.

2. **Scope**

This policy applies to all employees, contractors, and visitors on our premises.

3. **Guidelines**

- Employees working outdoors must use appropriate UV-protective clothing and sunscreen with SPF 30 or higher.
- Shade structures will be provided in outdoor work areas.
- Regular training sessions on UV safety and protection measures will be conducted.

4. **Responsibilities**

- Management will ensure that UV protective measures are implemented and maintained.
- Employees are encouraged to report any concerns related to UV exposure.

5. **Review and Update**

This policy will be reviewed annually and updated as necessary to ensure continued effectiveness.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Signature (if sending a hard copy)]