

[Your Company/Organization Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: UV Exposure Assessment

We are reaching out to you to conduct a comprehensive UV exposure assessment as part of our ongoing commitment to health and safety in the workplace. Understanding the levels of ultraviolet radiation exposure is crucial in ensuring the well-being of our employees and compliance with relevant health regulations.

Assessment Overview:

- ****Objective:**** To quantify UV exposure levels within the specified areas and identify potential risks.
- ****Methodology:**** [Briefly describe the methods and tools that will be used for assessment.]
- ****Duration:**** [Specify the expected duration of the assessment.]
- ****Expected Outcomes:**** A detailed report outlining UV exposure levels, potential health risks, and recommended safety measures.

We kindly request your cooperation in facilitating this assessment.

Please let us know a suitable time for our team to conduct the evaluation.

Thank you for your attention to this important matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]