

[Your Company/Organization Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Important Information Regarding UV Rays Risk at Upcoming Outdoor Event

We are excited to announce our upcoming outdoor event, [Event Name], scheduled for [Date] at [Location]. As part of our commitment to ensuring the well-being of all attendees, we would like to address an important health consideration regarding exposure to ultraviolet (UV) rays during the event.

UV rays can pose potential health risks, including sunburn, skin damage, and increased risk of skin cancer. To help everyone enjoy the event safely, we recommend the following precautions:

1. **\*\*Wear Protective Clothing:\*\*** Consider lightweight long sleeves, wide-brimmed hats, and UV-blocking sunglasses.
2. **\*\*Use Sunscreen:\*\*** Apply a broad-spectrum sunscreen with an SPF of 30 or higher, and reapply every two hours or more frequently if swimming or sweating.
3. **\*\*Seek Shade:\*\*** Where possible, take breaks in shaded areas to reduce direct sun exposure.
4. **\*\*Stay Hydrated:\*\*** Drink plenty of water to stay hydrated, especially during prolonged sun exposure.

We appreciate your understanding and commitment to health and safety.

Should you have any questions or need further information, please feel free to contact us at [Contact Information].

We look forward to seeing you at [Event Name] and ensuring a fun and safe experience for everyone!

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Contact Information]