

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: UV Safety Awareness in Recreation Areas

As an organization committed to the health and safety of our community, we would like to raise awareness about the importance of UV safety in our recreation areas. With the increasing amount of outdoor activities, it is crucial for everyone to be informed about the risks associated with UV exposure.

We encourage all visitors to take preventive measures, such as:

- Applying sunscreen with a high SPF
- Wearing protective clothing and hats
- Seeking shade during peak hours (10 AM - 4 PM)
- Using sunglasses that provide UV protection

Together, we can enjoy our recreation areas while protecting our skin health. Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]