

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Winter Season Snow Removal Readiness Reminder

Dear [Recipient Name],

As the winter season approaches, we would like to remind you to prepare for upcoming snow and ice events. To ensure a safe and efficient snow removal process, please review the following readiness checklist:

- **Clear Obstacles:** Please remove all debris, decorative items, lawn furniture, and potted plants from areas designated for plowing or shoveling.
- **Mark Boundaries:** Ensure that driveway edges, walkways, and sensitive landscaping are clearly marked with reflective stakes to guide our removal crews.
- **Vehicle Parking:** During active snowfall, please ensure all vehicles are parked inside garages or in designated areas that do not obstruct plow access.
- **Address Repairs:** If there are existing cracks or uneven surfaces on your pavement, please notify us or have them repaired to prevent further damage during plowing.

Our team is fully prepared and will be monitoring weather reports closely. Our goal is to maintain safe access to your property throughout the season.

If you have any questions or specific instructions regarding your property, please contact us at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]

[Title]