

# Ice and Snow Removal Reminder

Dear [Recipient's Name],

This is a friendly reminder regarding the ice and snow removal task scheduled for [date]. Please ensure that you are prepared to carry out the necessary activities to keep our premises safe and accessible.

Please refer to the following details:

- **Location:** [Location]
- **Time:** [Time]
- **Responsibilities:** [Specific tasks to be performed]

Thank you for your attention to this important matter. If you have any questions, feel free to reach out.

Best regards,  
[Your Name]  
[Your Position]  
[Your Contact Information]