

Snow Shoveling Responsibilities Summary

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Snow Shoveling Responsibilities Summary for the Season

Dear [Recipient's Name],

As we approach the winter season, I would like to summarize our agreed-upon responsibilities regarding snow shoveling. This ensures we are all on the same page and helps to maintain safety and accessibility around our premises.

Responsibilities Overview

- **Area of Responsibility:** [Specify Area, e.g., driveway, walkways, entrances]
- **Frequency:** [Specify Frequency, e.g., after each snowfall, weekly]
- **Emergency Protocol:** [Specify Procedures, e.g., whom to contact for heavy snowfall]

Contact Information

In case of any questions or to report issues related to snow removal, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation and commitment to keeping our space safe and accessible during the winter months.

Sincerely,

[Your Name]

[Your Address]