

Playground Maintenance Safety Assessment

Date: _____

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to inform you that a safety assessment of the playground located at [Playground Location] has been conducted on [Assessment Date]. The purpose of this assessment was to ensure that all equipment is safe and well-maintained for our community's children. Below are the findings and recommendations from our assessment:

Assessment Findings:

- Playground Equipment: [Description of condition]
- Ground Surface: [Description of condition]
- Safety Signage: [Description of condition]
- Maintenance Issues: [List any specific issues identified]

Recommendations:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

We recommend that the necessary maintenance and repairs be undertaken promptly to ensure the continued safety of our playground facility. Please feel free to reach out if you have any questions or require further information.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]