

# Scheduled Playground Safety Reassessment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Organization/School Name]

[Address]

Dear [Recipient's Name],

We are writing to inform you of the upcoming scheduled reassessment of our playground safety. This reassessment is crucial to ensure that our playground meets all safety standards and continues to provide a safe environment for our children.

**Date of Reassessment:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

Our team will conduct a thorough inspection of the playground equipment and overall area. We encourage your presence during this process for any questions or concerns you may have.

Thank you for your cooperation as we strive to maintain the highest safety standards for our community's children.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]