

Winter Weather Emergency Preparedness

Date: [Insert Date]

To: [Utility Company Name]

From: [Your Name]

Subject: Winter Weather Emergency Preparedness

Dear [Utility Company Name],

As we approach the winter season, it is essential for us to prepare for the potential impacts of severe winter weather on our utility services. I am reaching out to ensure that our emergency preparedness measures are in place and effective.

Key Preparedness Measures:

- Update emergency response plans and ensure all staff are trained for winter weather scenarios.
- Inspect and maintain equipment and facilities to handle snow and ice effectively.
- Ensure communication systems are operational for notifying customers of outages and restoration efforts.
- Coordinate with local emergency services to provide timely assistance when needed.
- Establish a customer outreach plan to educate the community on winter safety and preparedness.

We appreciate your ongoing commitment to keeping our community safe and well-informed during the winter months. Please let me know if there are any resources or support we can provide to aid in your preparedness efforts.

Thank you for your attention to this critical matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]