

[Date]

Dear *[Employee, Staff, and Faculty Member]*:

In our continued commitment to the health and well-being of our employees, *[Company Name]* is proud to join the American Cancer Society in promoting the importance of sun safety.

Skin cancer is the most common of all cancers. Many skin cancers could be prevented by protecting your skin from the sun's rays and avoiding indoor tanning. Unfortunately, when we think of healthy lifestyle choices, we often overlook the importance of protecting our skin.

Sun safety is important every day of the year, not just in the summertime. Most skin cancers are caused by ultraviolet (UV) radiation from the sun, and the negative effects of UV radiation build up over the course of your life. In fact, you can be exposed to UV radiation while driving in your car or sitting by a window in your office. UV radiation is also present on cloudy days, when the sun is not visible.

Obviously, you cannot totally avoid sun exposure, but you can be aware of its risk and reduce the amount of time you spend in the sun. To reduce the harmful effects of excessive and unprotected sun exposure, you should protect your eyes and skin every day.

- Try to avoid direct exposure to the sun between the hours of 10 a.m. and 4 p.m.—that's when UV rays are the most intense.
- Wear wide-brimmed hats and sunglasses that block UV rays.
- Cover exposed skin with sunscreen lotion that has a sun protection factor (SPF) of 15 or higher.
- Avoid tanning beds and sun lamps.

Sun safety is important for both adults and children, and it is never too late to reduce your chances of developing skin cancer. For more information on how the American Cancer Society can help you, your family, and co-workers stay well by protecting yourselves from skin cancer, call us at 1-800-227-2345, or visit [cancer.org/sunsafety](https://www.cancer.org/sunsafety).

Sincerely,

[Name]

[Title]