

# Health and Safety Compliance Audit Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to inform you that an upcoming health and safety compliance audit will be conducted at your facility on [insert audit date]. This audit is part of our ongoing commitment to ensure a safe working environment and adherence to health and safety regulations.

The audit will involve a thorough review of your current health and safety practices, policies, and compliance with statutory regulations. Our team will assess the following:

- Workplace safety procedures
- Emergency response plans
- Employee training records
- Incident reporting mechanisms
- Personal protective equipment usage

Please ensure that all relevant documentation is prepared and accessible for our auditors. If you have any questions or require further information, feel free to contact us at [Insert Contact Information].

Thank you for your cooperation in this important matter. We look forward to working together to maintain a safe workplace.

Sincerely,

[Your Name]

[Your Title]

[Your Company]