

Health and Safety Risk Assessment Findings

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Risk Assessment Findings Report

Introduction

This letter outlines the findings of the recent health and safety risk assessment conducted on [Insert Date] at [Insert Location].

Findings

1. **Identified Risk 1:** [Description of risk 1]
2. **Identified Risk 2:** [Description of risk 2]
3. **Identified Risk 3:** [Description of risk 3]

Recommendations

To mitigate these risks, we recommend the following actions:

- [Recommendation for risk 1]
- [Recommendation for risk 2]
- [Recommendation for risk 3]

Conclusion

It is essential to address these findings promptly to ensure the health and safety of all personnel. Please review the recommendations and take appropriate action.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]