

# Request for Occupational Health Assessment Participation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request participation in an Occupational Health Assessment as part of my current employment situation at [Company/Organization Name]. Given the nature of my work and recent health considerations, I believe this assessment would be beneficial for both my wellbeing and my professional responsibilities.

I would appreciate it if you could provide me with further details regarding the assessment process, including available dates, necessary documentation, and any preparatory steps I should undertake.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]