

# Vendor Health and Safety Audit Results

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to present the results of the recent Health and Safety Audit conducted on [Insert Date of Audit] at your facility. Our goal is to ensure compliance with applicable health and safety regulations and to promote a safe working environment.

## Audit Summary:

The audit covered the following areas:

- Workplace Safety Practices
- Emergency Procedures
- Employee Training Programs
- Personal Protective Equipment (PPE) Usage
- Incident Reporting and Record Keeping

## Findings:

1. [Finding 1 Description]
2. [Finding 2 Description]
3. [Finding 3 Description]

## Recommendations:

Based on the findings, we recommend the following actions:

1. [Recommendation 1]
2. [Recommendation 2]
3. [Recommendation 3]

We appreciate your cooperation during the audit process and your commitment to maintaining a high standard of health and safety. We look forward to your feedback and action plan to address the recommended improvements by [Insert Due Date].

If you have any questions or require further clarification, please feel free to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company]