

Vendor Health and Safety Documentation Request

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this message finds you well. As part of our commitment to maintaining a safe working environment, we are conducting a review of our health and safety protocols. To assist with this process, we kindly request your health and safety documentation.

Please provide the following documents:

- Health and Safety Policy
- Risk Assessment Reports
- Training Records for Employees
- Incident Report Archives for the Past Year

We appreciate your cooperation in helping us ensure the safety and well-being of all personnel involved in our projects. Kindly send the requested documentation by [Insert Deadline].

Thank you for your prompt attention to this matter. If you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]