

Vendor Hazard Analysis Report

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We are writing to inform you of the outcome of the hazard analysis conducted on the products supplied by your company. Our assessment aimed to identify potential hazards associated with the goods and services provided.

Summary of Findings

- Product: [Product Name]
- Identified Hazards: [List of Hazards]
- Risk Level: [Low/Medium/High]
- Proposed Mitigations: [List of Mitigations]

Recommendations

It is recommended that you implement the following actions:

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

We value our partnership and are committed to working together to ensure that all products meet the highest safety standards. Please do not hesitate to reach out if you have questions or require further assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]