

Vendor Safety Compliance Report

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

Subject: Safety Compliance Report

Dear [Vendor's Contact Name],

We are writing to inform you of the outcomes of our recent safety compliance review conducted on [Insert Date of Review]. The evaluation was part of our ongoing commitment to ensuring that all vendors adhere to our safety standards and regulations.

Findings

- Compliance with OSHA regulations: [Yes/No]
- Training of employees on safety protocols: [Complete/In progress]
- Personal protective equipment (PPE) availability: [Sufficient/Insufficient]
- Incident reports: [Reported/None]

Recommendations

Based on our findings, we recommend the following actions:

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

Please address these matters by [Insert Deadline]. We appreciate your attention to these important safety concerns and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]