

# Vendor Safety Incident Findings

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to inform you about the findings regarding the recent safety incident that occurred on [insert incident date] at [location]. After a thorough investigation, we have outlined the key findings below:

## Incident Overview

[Brief description of the incident]

## Findings

- [Finding 1]
- [Finding 2]
- [Finding 3]

## Recommendations

To prevent future incidents, we recommend the following actions:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

We appreciate your immediate attention to this matter and expect a response outlining your action plan by [response deadline]. Should you have any questions, please don't hesitate to reach out to us directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]