

# Vendor Safety Incident Notification

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Safety Incident Notification

Dear [Vendor Contact Name],

We are writing to inform you of a safety incident that occurred on [date of incident] involving your team on our site/location. The incident involved [brief description of the incident].

We take such incidents very seriously, and we request that you provide us with a detailed report of the incident by [deadline for report]. Please include the following information in your report:

- Details of the incident
- Injuries sustained, if any
- Immediate actions taken
- Preventive measures proposed

We appreciate your prompt attention to this matter. Our commitment to safety is a top priority, and we look forward to your cooperation in ensuring that such incidents are prevented in the future.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Contact Information]