

# Vendor Safety Incident Resolution

Date: [Insert Date]

To: [Vendor's Name]

Address: [Vendor's Address]

Dear [Vendor's Name],

We are writing to address the safety incident that occurred on [incident date] involving [brief description of the incident]. The safety and well-being of our employees and partners are of utmost importance to us.

We appreciate your immediate response to the situation and your cooperation in our investigation. As part of the resolution process, we have outlined the following actions to ensure that this incident is addressed properly:

1. [Action Item 1: Description]
2. [Action Item 2: Description]
3. [Action Item 3: Description]

We kindly request that you provide us with a detailed report on the incident by [deadline for report]. This should include the investigation findings and any preventive measures you plan to implement.

Thank you for your prompt attention to this matter. We look forward to your cooperation in ensuring a safe working environment for all parties involved.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]