

Safety Compliance Documentation Request

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Subject: Request for Safety Compliance Documentation

Dear [Subcontractor Name],

As part of our commitment to safety and regulatory compliance, we request that you provide us with the necessary safety compliance documentation related to your work on the [Project Name]. This documentation is required to ensure that all subcontractors adhere to our safety standards and legal requirements.

Please submit the following documents:

- Current Safety Policy
- OSHA Records
- Insurance Certificates
- Site Safety Plans
- Employee Training Records

We kindly ask that you submit the requested documents by [Insert Due Date]. Failure to provide the necessary documentation may result in delays in project commencement or continued work.

Thank you for your attention to this matter. If you have any questions or require further clarification, please do not hesitate to contact me directly.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]