

# Letter of Compliance Training

Date: [Insert Date]

To: [Subcontractor's Name]

Address: [Subcontractor's Address]

Dear [Subcontractor's Name],

We are writing to inform you about the upcoming Health and Safety Compliance Training session that is mandatory for all subcontractors working on [Project Name]. Ensuring the safety and well-being of all personnel is our top priority, and compliance with health and safety regulations is critical.

## Training Details:

- **Date:** [Insert Training Date]
- **Time:** [Insert Training Time]
- **Location:** [Insert Training Location]

All subcontractors are required to attend the training, and a certificate of completion will be provided at the end of the session. Please confirm your attendance by [Confirmation Deadline].

If you have any questions, feel free to reach out to us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]