

Preventive Measure Claim Submission

Date: [Insert Date]

To:

[Recipient Name]

[Company Name]

[Company Address]

Subject: Submission of Preventive Measure Claim

Dear [Recipient Name],

I am writing to formally submit a claim regarding the preventive measures taken on [specific project/issue] effective from [start date] to [end date]. In light of the outlined risks, the preventive measures implemented were essential to uphold the safety and operational standards.

Details of the preventive measures taken:

- [Measure 1]
- [Measure 2]
- [Measure 3]

The total cost incurred for these measures amounts to [insert amount]. Attached are the relevant documents supporting this claim, including invoices and receipts.

I kindly request that this claim be processed at your earliest convenience. If further information is required, please do not hesitate to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]