

# Safety Check Reminder

Date: [Insert Date]

Dear [Recipient's Name],

This is a friendly reminder that it is time for your scheduled safety check. Ensuring that all safety measures are in place is crucial for maintaining a safe environment.

Please review the following items:

- Inspect fire extinguishers
- Check smoke detectors
- Review emergency exit routes
- Ensure first aid kits are fully stocked

If you need assistance or have questions, please feel free to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]