

Annual Playground Equipment Safety Evaluation Report

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Introduction

This letter serves as a formal report following the annual safety evaluation of the playground equipment at [Location/Playground Name]. Our assessment aims to ensure that all equipment meets safety standards and is suitable for use.

Equipment Evaluated

- Slide
- Swings
- Climbing Frame
- Seesaw
- Spring Rider

Findings

During our inspection, the following issues were noted:

- [Issue 1]
- [Issue 2]
- [Issue 3]

Recommendations

To ensure continued safety, we recommend the following actions:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Conclusion

Thank you for your attention to the safety of our playground facilities. We look forward to your prompt action regarding the recommendations mentioned above. Should you have any questions, feel free to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]