

Contractor Risk Assessment Letter

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To:

[Consultancy Firm's Name]

[Consultancy Firm's Address]

[City, State, Zip Code]

Subject: Contractor Risk Assessment

Dear [Consultancy Firm's Contact Name],

We are initiating a comprehensive risk assessment for our contractor, [Contractor's Name], in light of our upcoming project, [Project Name]. This assessment will help ensure that all potential risks are identified and managed effectively.

As part of our evaluation process, we would like you to provide us with the following information:

- Company background and experience in similar projects
- Health and safety policies and procedures
- Insurance coverage details
- Quality assurance processes
- Any known legal or compliance issues

Please submit the requested information by [Deadline Date], to enable us to proceed with the assessment in a timely manner.

Thank you for your cooperation. Should you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]