

Contractor Risk Assessment for Manufacturing Suppliers

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

Subject: Contractor Risk Assessment Notification

As part of our ongoing commitment to ensuring safety and compliance within our supply chain, we conduct regular risk assessments for our manufacturing suppliers. This letter serves to inform you that your organization has been selected for a contractor risk assessment.

The assessment will cover the following areas:

- Health and Safety Practices
- Environmental Impact Management
- Quality Control Procedures
- Supply Chain Reliability
- Compliance with Regulatory Requirements

Please provide the requested documentation by [Insert Deadline Date]. Documentation should include:

1. Health and Safety Policy
2. Environmental Management Plan
3. Quality Assurance Certificates
4. List of Regulatory Compliance Certifications

We appreciate your cooperation in this matter. Should you have any questions or need further clarification, please do not hesitate to contact me at [Insert Your Contact Information].

Thank you for your attention to this important assessment.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Company's Address]

[Your Company's Contact Information]