

# Contractor Risk Assessment

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

As part of our ongoing commitment to ensuring a safe and efficient working environment, we conduct periodic risk assessments for our contractors. This letter serves as a formal request for you to complete the attached risk assessment questionnaire.

The information you provide will help us evaluate potential risks associated with engaging your services. We take this process seriously and appreciate your cooperation in helping us maintain a safe and compliant workplace.

## Instructions

1. Complete the attached questionnaire by [Insert Deadline Date].
2. Return the completed questionnaire to [Insert Return Email/Address].
3. Should you have any questions, feel free to reach out to us at [Insert Contact Information].

Thank you for your attention to this important matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]