

Health and Safety Compliance Audit Findings

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

Following the recent health and safety compliance audit conducted on [Audit Date], we have gathered the findings which outline our observations and recommendations.

Summary of Findings

- **Finding 1:** [Description of finding]
- **Finding 2:** [Description of finding]
- **Finding 3:** [Description of finding]

Recommendations

- **Recommendation 1:** [Description of recommendation]
- **Recommendation 2:** [Description of recommendation]
- **Recommendation 3:** [Description of recommendation]

We recommend that necessary actions be taken to address these findings by [Proposed Deadline].

If you have any questions or require further information, please feel free to contact us at [Your Contact Information].

Thank you for your attention to these important matters.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]