

Letter of Inquiry

Date: **[Insert Date]**

To: **[Recipient's Name]**

Position: **[Recipient's Position]**

Company: **[Recipient's Company]**

Address: **[Recipient's Address]**

Dear **[Recipient's Name]**,

I am writing to inquire about specific occupational health concerns related to my work environment at **[Your Company/Department Name]**. Recently, I have noticed **[describe the health concern briefly, e.g., increased instances of respiratory issues, exposure to harmful substances, etc.]**, and I believe it is essential to address these matters to ensure the well-being of all employees.

As part of my inquiry, I would appreciate it if you could provide information regarding:

- The current occupational health policies in place at **[Company Name]**.
- Any recent assessments conducted related to **[specific concern]**.
- Available resources or support systems for employees facing occupational health issues.

Thank you for your attention to this matter. I look forward to your prompt response as we work together to maintain a healthy and safe workplace.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]