

Request for Assessment of Work Environment Safety

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Contact Information]

To Whom It May Concern,

I am writing to formally request an assessment of the work environment safety at [Location/Department]. As part of our commitment to ensuring a safe and healthy workplace for all employees, it is essential to evaluate the current conditions and identify any potential hazards that may pose a risk to our staff.

We are particularly concerned about the following areas:

- [Specific concern #1]
- [Specific concern #2]
- [Specific concern #3]

An assessment would not only help us to identify areas of improvement but also empower us to implement necessary safety measures effectively. We appreciate your attention to this matter and look forward to scheduling a convenient time for the assessment.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]