

Request for Occupational Health Assessment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an occupational health assessment for [Employee's Name], who is currently employed as [Employee's Position] within [Department/Team]. Due to [briefly explain the reason for the assessment, e.g., health concerns, job-related injury], it is essential to evaluate their health in relation to their work environment and job responsibilities.

The assessment will help us ensure that [Employee's Name] receives the necessary support and adjustments to enable them to perform their duties effectively while safeguarding their health and well-being.

Please let me know the next steps in arranging this assessment, including available dates and any required documentation from our side.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Email]

[Your Phone Number]