

Safety Compliance Request for Information

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

Recipient Name: [Recipient Name]

Recipient Position: [Recipient Position]

Recipient Company: [Recipient Company]

Recipient Address: [Recipient Address]

City, State, Zip Code: [Recipient City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. We are in the process of ensuring safety compliance within our operations and would like to request specific information related to your company's safety management practices.

We kindly ask you to provide details regarding the following:

- Current safety policies and procedures
- Training programs for employees
- Incident reporting and follow-up procedures
- Compliance with local safety regulations
- Any recent safety audits or inspections conducted

Your cooperation in this matter is appreciated and will assist us greatly in maintaining a safe work environment. We would appreciate receiving the required information by [Insert Deadline].

Thank you for your attention to this important matter. Please feel free to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]