

Health and Safety Adherence Request

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

Dear [Supplier's Name],

We hope this message finds you well. As part of our commitment to maintaining a safe and healthy work environment, we are reaching out to ensure that all suppliers adhere to our health and safety standards.

We kindly request you to provide us with the following information:

- Details of your health and safety policies.
- Any applicable certifications and training records.
- Incident reports from the past year.
- Measures taken to mitigate risks associated with your products/services.

We appreciate your cooperation in this matter and look forward to receiving the requested information by [insert due date]. Ensuring the health and safety of our team is a priority, and we trust that you share this commitment.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]