

Laboratory Safety Audit Findings

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Laboratory Safety Audit Findings

Dear [Recipient's Name],

Following the recent safety audit conducted on [Audit Date] at [Laboratory Name], we have compiled the findings and observations as outlined below:

Findings:

- **Issue 1:** [Description of issue 1]
- **Issue 2:** [Description of issue 2]
- **Issue 3:** [Description of issue 3]

Recommendations:

Based on the findings, we recommend the following actions to address the identified issues:

- [Recommendation for issue 1]
- [Recommendation for issue 2]
- [Recommendation for issue 3]

Conclusion:

We appreciate your attention to these safety matters and look forward to your prompt action to enhance laboratory safety. Please feel free to reach out if you have any questions regarding this audit.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]