

Laboratory Safety Equipment Approval

Date: [Insert Date]

To: [Insert Recipient's Name]

Title: [Insert Recipient's Title]

Organization: [Insert Recipient's Organization]

Address: [Insert Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that the following laboratory safety equipment has been approved for use within our facility:

- Item: [Insert Item Description]
- Model Number: [Insert Model Number]
- Manufacturer: [Insert Manufacturer Name]
- Approval Date: [Insert Approval Date]

It is imperative that all personnel receive appropriate training on the use of this equipment to ensure compliance with safety standards. Please ensure that all relevant documentation is completed and filed accordingly.

Thank you for your attention to this matter. Should you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]