

# Personal Protective Equipment Allocation

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Company Name]

Subject: Allocation of Personal Protective Equipment (PPE)

Dear [Contractor's Name],

We are pleased to inform you that your allocation of Personal Protective Equipment (PPE) has been approved. This allocation is necessary to ensure your safety while working on our project.

## Allocated PPE Items:

- Hard Hat
- Safety Goggles
- High-Visibility Vest
- Gloves
- Steel-Toed Boots

These items are to be used at all times while on site. Please acknowledge receipt of these items by signing the enclosed documentation.

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your attention to this matter and for your commitment to safety.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]