

Protective Clothing Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally request the provision of protective clothing for our upcoming project, [Project Name], scheduled to commence on [Start Date]. The safety of our team members is of utmost importance, and appropriate protective gear is essential for compliance with safety regulations.

Specifically, we require the following items:

- Hard hats
- Safety goggles
- High-visibility vests
- Protective gloves
- Steel-toed boots

We would appreciate your prompt attention to this matter, as it will ensure a safe working environment for all personnel involved in the project. Please let us know if you require any further information to process this request.

Thank you for your support and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]