

Safety Gear Distribution Notification

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Company's Name]

Subject: Distribution of Safety Gear

Dear [Contractor's Name],

We are pleased to inform you that we will be distributing safety gear to all contractors commencing on [Insert Distribution Date]. The purpose of this distribution is to ensure that all team members are provided with the necessary equipment to maintain safety on-site.

Items to be distributed include:

- Hard Hats
- High-Visibility Vests
- Safety Goggles
- Work Gloves
- Steel-Toed Boots

Please report to [Insert Location] on [Insert Distribution Date] between [Insert Start Time] and [Insert End Time] to collect your gear. Ensure that you bring valid identification for verification purposes.

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

Best regards,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]