

Letter of Review

Date: [Insert Date]

To: [Insert Contractor's Name]

Address: [Insert Contractor's Address]

Dear [Insert Contractor's Name],

We are writing to inform you of the upcoming review of the Contractor Integrated Management System (CIMS). Our aim is to ensure that all aspects of the system are functioning effectively and to identify any opportunities for improvement.

The review will be conducted on [Insert Date of Review]. We kindly request your cooperation in providing the necessary documentation and access to relevant personnel to facilitate this process. Please ensure that the following materials are prepared:

- Latest CIMS documentation
- Recent performance reports
- Records of previous reviews and improvements
- Any additional documentation you deem relevant

We appreciate your attention to this matter and look forward to your collaboration to enhance our systems further. Should you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]