

Site Hazard Assessment Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

This letter serves as an official notification regarding the hazard assessment scheduled for [Project/Job Name] at [Site Location]. The assessment will take place on [Date] commencing at [Time].

The purpose of this assessment is to identify potential hazards associated with the site and ensure that all necessary precautions are in place to maintain a safe working environment for all personnel involved.

Please ensure that all relevant personnel are informed and available to participate in this assessment. We also request that any pertinent documentation regarding previous assessments or site conditions be made available for review.

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]