

Site Safety Inspection Findings

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Safety Inspection Report - [Insert Site Name]

Dear [Insert Recipient's Name],

Following the safety inspection conducted on [Insert Inspection Date] at [Insert Site Name], please find below the findings and recommendations:

Findings

- Finding 1: [Description of finding]
- Finding 2: [Description of finding]
- Finding 3: [Description of finding]

Recommendations

- Recommendation 1: [Description of recommendation]
- Recommendation 2: [Description of recommendation]
- Recommendation 3: [Description of recommendation]

We appreciate your prompt attention to these matters to ensure a safe working environment. Should you have any questions or require further details, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Your Contact Information]