

# Construction Project Safety Audit Findings

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Safety Audit Findings for [Project Name]

## 1. Introduction

This letter outlines the findings from the recent safety audit conducted on the [Project Name] site on [Audit Date]. The purpose of this audit was to assess compliance with safety regulations and identify areas for improvement.

## 2. Findings

- **Finding 1:** [Describe Finding 1]
- **Finding 2:** [Describe Finding 2]
- **Finding 3:** [Describe Finding 3]

## 3. Recommendations

- **Recommendation 1:** [Describe Recommendation 1]
- **Recommendation 2:** [Describe Recommendation 2]
- **Recommendation 3:** [Describe Recommendation 3]

## 4. Conclusion

In conclusion, addressing the above findings and implementing the recommendations will enhance safety on the project site. We appreciate your attention to these crucial matters and look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Company Name]