

Safety Audit Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-Up on Safety Audit for [Project Name]

Dear [Recipient's Name],

Following our recent safety audit conducted on [Insert Date of Audit] for the [Project Name], I would like to address the findings and discuss the subsequent actions that need to be taken to enhance our safety protocols.

Summary of Findings:

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

Recommended Actions:

- Action 1: [Description]
- Action 2: [Description]
- Action 3: [Description]

Please confirm that these actions will be implemented by [Insert Deadline]. It is essential that we address these concerns promptly to ensure the safety of all personnel on site.

Thank you for your attention to this critical matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]