

Safety Audit Notification

Date: [Insert Date]

To: [Contractor/Project Manager Name]

[Company Name]

[Company Address]

Subject: Notification of Safety Audit for [Project Name]

Dear [Contractor/Project Manager Name],

This letter serves as a formal notification of a scheduled safety audit for the construction project located at [Project Address]. The audit will take place on [Date] at [Time].

The purpose of this safety audit is to ensure compliance with our safety policies and regulations, evaluate existing safety procedures, and promote a safe working environment for all personnel involved in the project.

Please ensure that all relevant documentation, including safety plans and incident reports, are readily available for review during the audit.

Should you have any questions or require further information, please do not hesitate to contact me at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]