

Construction Project Safety Audit Schedule

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Safety Audit Schedule for [Project Name]

Dear [Recipient Name],

This letter serves as the official notification regarding the upcoming safety audit for the [Project Name]. The audit is scheduled to ensure compliance with safety regulations and to promote a safer work environment for all personnel involved in the project.

Audit Schedule

Date	Time	Area of Focus	Assigned Auditor
[Insert Date 1]	[Insert Time 1]	[Insert Area 1]	[Insert Auditor 1]
[Insert Date 2]	[Insert Time 2]	[Insert Area 2]	[Insert Auditor 2]

We appreciate your cooperation in making this safety audit a success. Please ensure that all necessary documentation and personnel are available during the scheduled times.

Should you have any questions or require further clarification, feel free to reach out to me at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]