

Health and Safety Incident Follow-Up

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

Company: [Your Company Name]

Subject: Follow-Up on Recent Health and Safety Incident

Dear [Partner's Name],

We hope this message finds you well. This letter serves as a follow-up regarding the health and safety incident that occurred on [insert incident date] at [location].

We take these matters very seriously and have conducted a thorough investigation into the circumstances surrounding the incident. Our primary concern is the health and safety of all personnel involved.

Findings from our investigation indicate that [insert key findings]. We are committed to implementing the following corrective actions to prevent future incidents:

- [Action 1]
- [Action 2]
- [Action 3]

We value our partnership and are dedicated to maintaining a safe working environment. Please feel free to reach out if you would like to discuss this matter further or if you have any additional concerns.

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]