

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Annual Safety Review - EHS Assessment

We are pleased to present our annual Environmental, Health, and Safety (EHS) review for [Year]. This comprehensive assessment reflects our commitment to maintaining high safety standards and continuous improvement in our operations.

Overview of Key Findings:

1. **\*\*Incident Report Summary\*\***:

- [Brief summary of incidents or near misses]

2. **\*\*Safety Training Programs\*\***:

- [Overview of completed training programs]

3. **\*\*Compliance Audits\*\***:

- [Results and follow-up actions from recent audits]

4. **\*\*Goal Achievement\*\***:

- [Review of goals set in the previous year and their outcomes]

Recommendations for Improvement:

- [List specific recommendations based on findings]

Next Steps:

We encourage all team members to actively participate in our safety initiatives and remain vigilant in reporting potential hazards. Together, we can foster a safer working environment.

Thank you for your attention to these important matters. Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]