

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

Subject: EHS Safety Audit Results

Dear [Recipient Name],

We appreciate your participation in the recent Environmental, Health, and Safety (EHS) audit conducted on [audit date]. The objective of this audit was to assess our compliance with safety regulations and to evaluate our current safety practices and procedures.

Below are the key findings from the audit:

1. ****Compliance with Regulations****

- [Findings on specific regulations and areas of compliance or non-compliance].

2. ****Safety Practices****

- [Observations on current safety practices, including strengths and areas needing improvement].

3. ****Recommendations****

- [Specific recommendations to enhance safety measures and compliance].

4. ****Next Steps****

- [Outline the next steps, including timelines for addressing findings and follow-up audits].

We value your insights and collaboration in improving our safety performance. If you have any questions regarding the audit results or would like to discuss the findings further, please feel free to contact me at [your phone number] or [your email].

Thank you for your commitment to workplace safety.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]