

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Hazard Assessment

I hope this message finds you well. I am writing to formally request a hazard assessment for [specific area, project, or activity] at [location or organization]. The purpose of this assessment is to identify potential hazards and ensure safety and compliance with applicable regulations.

Please find attached the necessary background information and any relevant documents to assist with the assessment. I would appreciate it if you could conduct this assessment by [specific deadline, if applicable].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title, if applicable]