

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: LNI Requirements Compliance

I hope this letter finds you well. I am writing to confirm our compliance with the Labor and Industries (LNI) requirements for [specific service or project] as outlined in [specific regulation or guideline reference].

We have undertaken the following steps to ensure adherence to these requirements:

1. [Detail step 1]
2. [Detail step 2]
3. [Detail step 3]

Attached are the relevant documents that provide evidence of our compliance, including [list of documents].

We appreciate your attention to this matter and look forward to your confirmation. Should you have any questions or require further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]