

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

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

Dear [Recipient's Name],

Subject: Request for PJSW (Please Specify Full Form)

I hope this letter finds you well. I am writing to formally request
[describe the specific PJSW you are requesting, e.g., "the Project Job
Safety Worksheet"] for [mention the project or purpose].

As [provide a brief explanation of why you need it, along with any
relevant details]. The timely acquisition of this document is crucial for
[explain the importance, such as safety compliance, project deadlines,
etc.].

Please let me know if there are any forms or additional information
needed to process this request. I appreciate your attention to this
matter and look forward to your swift response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Your Company/Organization, if applicable]