

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. As we approach the end of the fiscal year, I am writing to formally request the annual WPS (Workplace Safety) report for [Year].

The WPS report plays a critical role in assessing our safety protocols and compliance within the organization. It is crucial for us to review this data to ensure we are meeting our safety standards and addressing any potential issues effectively.

Could you please provide the following information in the report:

- Overview of safety incidents and responses
- Updates on safety training programs
- Recommendations for improvements

I would appreciate it if you could send the report by [specific date] to allow adequate time for review and any necessary follow-up actions.

Thank you for your attention to this matter. Should you have any questions or need further clarification, please do not hesitate to reach out.

Best regards,

[Your Name]
[Your Position]
[Your Company]