

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

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

Dear [Recipient's Name],

Subject: Emergency WPS Request

I am writing to formally request an emergency Work Protection System (WPS) for [specific situation or project]. Due to [briefly describe the emergency situation, e.g., unexpected hazards, urgent deadline], it is critical that we implement WPS measures immediately to ensure the safety and well-being of all personnel involved.

We require the following in order to ensure compliance and safety:

1. [Specify need 1]
2. [Specify need 2]
3. [Specify any additional needs]

I appreciate your prompt attention to this urgent matter and look forward to your swift response so we can address this situation effectively.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization/Company Name]