

**ABC CONTRACTORS**

123 Any Street  
Anytown, US 00000  
555-555-5555

Date

Name

Address

City, State Zip

Dear ,

Enclosed you will find the required sheets for hazardous materials that we will be using on the project, according to EPA and OSHA regulations.

Although we believe these sheets to be in full compliance with the requirements, the regulations are somewhat confusing. If you find any deficiencies in these sheets, please notify us of the problems, and we will proceed with their correction.

Sincerely,

Name

Title