

Date: \_\_\_\_\_

(Name & Address of Manufacturer)

Re: Safety Data Sheet

Dear \_\_\_\_\_:

I would appreciate it if you would provide the undersigned, within twenty-five (25) days of the date of this letter, the most current Safety Data Sheet for the following chemical:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please do not hesitate to call if you should have any questions.

Very truly yours,

(Signature & Department)

cc: Risk Management