

MATERIAL SAFETY DATA SHEET REQUEST LETTER

(Manufacturer's Name)

(Manufacturer's Address)

(Manufacturer's City, State and Zip Code)

(Date)

To Whom It May Concern:

On *(date shipment was received)*, we received a shipment of *(type of material received)*, stock number *(items stock number)* and did not receive a material safety data sheet (MSDS). Under the Occupational Safety and Health Administration Hazard Communication Standard 29 CFR 1926.59 (29CFR 1910.1200), we are required to obtain and maintain MSDSs for all hazardous substances used in our organization.

Please send the MSDS to the following address:

(Company Name)

(Company Address)

(Company City, State and Zip Code)

Attn: *(Name & Title)*

Please consider this a standing request to your company to supply us with any information concerning the safety and health aspects of this product that may become known in the future.

Thank you for your timely response to this request. If you have any questions, please call *(telephone number)*.

Sincerely,

(Company Name)

(Name & Title)

COMPANY NAME