



LABEL REQUEST LETTER

(Date)

(Name)

(Title)

(Company Name)

(Address)

(City, State, ZIP Code)

Dear Sir:

The OSHA Hazard Communication Standard (29 CFR 1910.1200) requires companies that sell hazardous materials to label containers with the identity of the chemical, the name and address of the manufacturer, importer, or other responsible party, as well as appropriate hazard warning(s). Please provide a quantity of labels for _____ which we purchase
(Name of Product)
from your company.

Your prompt attention to this request will be appreciated.

Sincerely,

Any supplier improperly labeling hazardous chemicals should be notified in writing and all correspondence dated and retained in an appropriate file.

Figure 11-4. Sample label request letter.