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|  | COM PRAC  COMPLIANCE PRACTITIONERS | WESTERN CAPE  (PTY) LTD |

**{CLIENT\_NAME^}**

{CLIENT\_ADDRESS}

{DATE}

Via e-mail {EMAIL}

Attention: {AGENT\_NAME}

Dear {AGENT\_NAME}

**RE: SITE HEALTH AND SAFETY MANAGEMENT IN RESPECT OF {CLIENT\_NAME^} – {SITE\_NAME^}**

Thank you for interest. Proposal for approval. Presenting Baseline Risk Assesment.

Confirmation of appointment to act as Safety Agent for {CLIENT\_NAME} to ensure Health and Safety requirements are in place in order for {CLIENT\_NAME} to be legally compliant.

**{SWITCH}**

{VISITS\_PER\_MONTH} visits will be conducted per month. {INSPECTION\_DAY}