

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

RE: ASBESTOS HAZARD NOTIFICATION AND SAFETY REQUIREMENTS

Dear [Contact Person Name],

This letter serves as formal notification regarding the presence of Asbestos-Containing Materials (ACM) or Presumed Asbestos-Containing Materials (PACM) at the following location(s) where your company is contracted to perform maintenance or repair work:

Property Address/Area: [Insert Building Name or Specific Area]

Detailed surveys indicate that ACM is located in the following building components:

- [e.g., Vinyl floor tiles and mastic]
- [e.g., Thermal system insulation/pipe lagging]
- [e.g., Spray-on fireproofing]
- [e.g., Ceiling tiles or textured coatings]

As a condition of performing work at this site, your personnel must adhere to the following requirements:

1. **Disturbance:** Do not sand, drill, cut, scrape, or otherwise disturb any materials identified as ACM or PACM without prior written authorization.
2. **Reporting:** If any suspected asbestos material is damaged or accidentally disturbed during your work, stop work immediately, evacuate the area, and notify [Contact Name] at [Phone Number].
3. **Compliance:** All work must be performed in accordance with OSHA (29 CFR 1910.1001 and 1926.1101) and EPA regulations.
4. **Training:** You must ensure that all employees assigned to this site have received the necessary asbestos awareness training as required by law.

Please acknowledge receipt of this notification and your commitment to follow these safety protocols by signing below and returning a copy to our office.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

ACKNOWLEDGED BY VENDOR:

Signature: _____ Date: _____

Printed Name: _____ Title: _____