

**P&P C-7 LETTER "i"**

**"DUNNING" LETTER FOR EMPLOYER'S FAILURE TO RESPOND TO  
LETTER "d" or "m"**

**Certified Mail with Return Receipt Requested**

Date

Name

Address

City State Zip

Dear Employer:

On [Date\_\_\_\_\_], this office sent you a letter about a complaint (Complaint No. \_\_\_\_\_ ) concerning workplace safety and health hazards which were alleged to be present at your place of employment. A copy of the letter is enclosed.

I have not received a reply from you concerning these alleged hazards. Please advise this office of your findings pertaining to the alleged hazards and any corrective action you have taken since receiving the hazard notification letter.

If you do not respond to this letter within fourteen (14) calendar days after receipt of this letter, an on-site inspection of your establishment will be conducted.

Your cooperation in this important matter is appreciated.

Sincerely,

Name

District Manager or Designee

enclosure: Complaint Notification to Employer, Letter "d" or "m"