August 18, 2024 ***DIRECT RESPONSES TO:***

 Rick Grobart, MBA

 Focus Management Associates

 737 W. Washington Blvd., Ste 2207

 Chicago, IL

 Cell: 847.250.6887

Ms. Kris Crinston

Acme Personnel

101 N. 7th Ave.

West Reading, PA 19611

**RE: June 11 & 12, 2024 OSHA 10 Hour Training**

 **West Reading, PA Location**

Dear Ms. Crinston:

This letter will serve as formal confirmation of my risk control visit on the above-mentioned date. At that time, I ….. (reference what you did during the visit in this one sentence)

(consultant – please expand on what you did – the one sentence above - relating to your visit in this area. Please remember that recommendations and action plan should be on a separate sheet completely. If there were pressing {high hazard} recommendations noted as part of your survey, you can reference a few – but you still have to complete the REC)

It was a pleasure providing this loss control service to you and I look forward to our next meeting on \_\_\_\_\_. If you have any questions relating to this service, or any safety related issue I can assist with, please feel free to contact me at your convenience.

Sincerely,



Rick Grobart, MBA

Risk Control Consultant

Technical Services Supervisor

RG/\*\*

c: Account Coordinator,

 Rick Grobart, Focus Management Associates