

## Sample Form Letter for MSDS Request

*Date of your request*

*(Name of manufacturer/distributor you need the MSDS from)*

*(Their address)*

*(City, state, zip code)*

*(Their fax number if you make this request)*

Subject: Material Safety Data Sheet Request (MSDS)

Please send us the (MSDSs) for the following product(s):

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

Our business needs the MSDS(s) listed above to comply with the Chemical Hazard Communication Standard. Please make sure that the MSDS(s) you send us meet the requirements of the content and distribution of material safety data sheets (MSDSs) and label information, CFR 1910.1200, OSHA Hazard Communication Standard.

Thank you for your immediate response.

Sincerely,

*Your name*

*Your company's name*

*Business address*