

Sample Request Letter 11

OSHA/NJPEOSH 301 INCIDENT REPORT FROM EMPLOYEE OR FORMER EMPLOYEE

Date:

Employer Official
Employer
Address

RE: OSHA/NJPEOSH 301 Incident Report

Dear (*employer representative*),

As an employee (*former employee*) at (*name of the workplace or employer*), and in accordance with OSHA/NJPEOSH regulation 1904.35, I am requesting copies of all Form 301 Injury and Illness Incident Reports for myself for the current calendar year (and for the previous calendar years including _____).

These copies are required to be provided to me by the end of the next business day from the date of this request. As this is the first time that I have asked for copies of these records, they shall be provided to me at no cost.

Sincerely

Name/Signature (*Employee or former employee*)
Address