*(Insert Date)*

*(Insert Name & Address)*

Dear Sir or Madam

Inspection of Documents and Provision of Information

In accordance with my rights as a recognised GMB Health & Safety Representative I write to request inspection/copies of certain documents under Section 7 (1) of Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500).

The relevant documents are as follows:

(*List documents)*

I would be grateful if all documents could be copied to me within the next (*insert number of days/weeks),* alternatively I will make myself available at an agreed time to inspect the documents and reserve the right under the Regulations to copy any that are required.

Yours faithfully

*(Enter name)*