[Date]

Human Resources Director (or Safety Manager)
[Facility name]
[Facility Address]
RE:  OSHA 300 Logs

Dear (Name of Plant Manager):

Pursuant to Federal OSHA Regulation 29 CFR 1904, as an employee of Amazon, I am requesting a copy of the log and summary of recordable occupational injuries and illnesses, OSHA Forms 300 and 300A, for the entire establishment of [facility name and code] at [facility address].

I am requesting the logs for the year [if the facility has been open for more than 5 years request logs starting in 2014; if the facility has been open for less than 5 years enter the year the facility opened] to [enter the date of the request]. As per the OSHA regulation, I expect you to fulfill this request by the end of the business day following your receipt of this request. Also, as required by the law, I expect to receive the entire log, with no information removed, except for allowed “privacy cases” as defined in the OSHA regulation. Please mail these records to me at [address where you can receive the files] or email the files to [email address where you can receive files].

If preferred, electronic files may be sent to the above listed emails instead of paper files.

Sincerely

[Signature]

[Name]