

TO: _____

FROM: School District

DATE:

RE: Chemical Material Safety Data Sheets

The School District is using some of your products and need (a) Material Safety Data Sheet(s) in order to complete our Hazard Communication Program.

Please send (a) Material Safety Data Sheet(s) on the following products:

Your prompt attention is necessary to fully implement our Hazard Communication Program. Please send the MSDS(s) within ten (10) working days.

Thank you for your cooperation.

Hazard Communication Program Director