Project Managers Name

University of Leicester,

University Road,

Leicester,

LE1 7RH

Date

You’re Reference: Project Location and Title

Dear Project Managers First Name,

**Project Title- Review and Approval of the Health and Safety File**

We hereby confirm that, having reviewed the information provided by the Designers, Contractors and Suppliers involved in this project, we consider this Health and Safety File to be complete and an effective document for use by Managers, building Occupants and Maintenance Personnel, towards the planning and execution of future works.

The File should be made available to all persons who require access to it for the purposes stated above.

The Client team and the building User is responsible for updating the file as changes are made to the structure, surroundings or equipment installed.

If you have any enquiries in relation to this matter please do not hesitate to contact me on \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* or via email at \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*.

Yours Sincerely,

**Signature of Principal Designer**

**Principal Designer**