(Insert Address)

(Insert Date)

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 requested)

I would be grateful if all documents could be copied to me within the next (insert number of days/weeks required by), 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

(signature)