

(Insert Company Letterhead Here)

*From Address Block Here
(Your Organization)*

*To Address Block Here
(SDS Supplier)*

To Whom It May Concern:

We are writing to inform you that we work with the Canadian Centre for Occupational Health and Safety (CCOHS) to help us manage our safety data sheet (SDS) collection. We will be using their CANManage service to help us meet audit and legislative requirements under WHMIS 2015.

More information on CANManage is available on the CCOHS website:

<https://www.ccohs.ca/products/msds/msdsservice.html>

As one of our current suppliers, we kindly ask that, going forward, any and all communications and requests from the CCOHS CANManage service team be responded to promptly. As you are aware, the SDS collection from your company plays an essential role in the management of our organization's SDS collection and ultimately, in keeping our workplace safe.

Therefore, this letter authorizes CCOHS to act on our organization's behalf in the solicitation and collection of safety data sheets from your organization. The safety data sheets will be added to our custom collection, through the CANManage service, to ensure all data sheets are easily accessible and current.

Effective from *DATE*, *YOUR ORGANIZATION NAME* hereby authorizes the Canadian Centre for Occupational Health and Safety, CCOHS, to act on our behalf in the collection of safety data sheets.

Thank you in advance for your ongoing support regarding this request.

*(Please add your signature block here,
including: Name, Title, Company Name)*