

CONTRACTOR LETTERHEAD
Address, telephone number

Date

Richard Carnevale,
City Engineer
Springfield Public Works
70 Tapley Street
Springfield, MA 01104

Subject: OSHA Excavation Competent Person Training

Dear Mr. Carnevale,

I certify that the following employees are OSHA Excavation Competent Persons and that they are responsible for overseeing the trench excavation safety requirements of the Commonwealth of Massachusetts (520 CMR 14.00, et al) and the applicable Federal OSHA general industry and construction health & safety regulations:

Name 1

Name 2

Name 3

Supporting OSHA training certificates(s) are attached.

Please contact me at XXX-XXX-XXXX or email if you have questions.

Sincerely,

Contractor authorized signature