



Safety Data Sheet (SDS) Request Letter

Request a missing or current SDS - 29 CFR 1910.1200(g)

UPDATED TO THE 2024 STANDARD · GHS REV 7

When to use this

Use this letter when a supplier ships a hazardous chemical without an SDS, or when you need a current one. The manufacturer or distributor must provide it. Fill in the fields, send it, and keep a copy in your binder as proof you requested it.

To:

Re: Request for Safety Data Sheet(s)

To Whom It May Concern,

We are requesting a current Safety Data Sheet (SDS) for the product(s) listed below. We require this SDS to comply with the OSHA Hazard Communication Standard, 29 CFR 1910.1200(g), which requires employers to maintain an SDS for each hazardous chemical present in the workplace. Please send it to the contact below, or notify us in writing if the product does not require an SDS.

Product name (as on label)	Additional identifying information (code, size)
Acetone (example)	Cat. #A-100, 1-gal
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Please send the SDS to:

Attn:

Email:

Sincerely,