

Application letter – Individual (Sample)

**To: Department Head of the Occupational Safety and Health Department,
Labour Affairs Bureau, Macao SAR, China**

Subject: Request for assessment and analysis on safety conditions and hazardous factors within the work environment

I, Lei On Kin (name of applicant), with BIR. 1234567(8) (type of identification document and number) am writing to request a noise / indoor air quality / safe working condition (please circle the required service) assessment in Safety Construction Company (name of enterprise) where I am working at due to very noisy (description of the possible hazard or problem). The enterprise is located at Avenida do Almirante Lacerda, No.123, R/C, Macau (address of the workplace).

I look forward to hearing from you.

For any inquiry, please contact me:

Name of applicant: Mr/Mrs/Ms. Lei On Kin

Telephone no.: (Office) 28123456 or (Mobile) 66123456

Email: onkin@yahoo.com

Yours Sincerely,

Lei On Kin

Name of applicant (Please sign)

Date: 25/2/2016

Personal data access declaration

1. I hereby declare that all information given is accurate and that no false statements are made. Furthermore, I still agree that my personal information and documents will be sent to other administrative organs or judicial organs, if deemed necessary.
2. In accordance with the "Personal Data Protection Act", the access and collection of personal information can be made, by the applicant, by addressing a written request to DSAL.