

December 31, 2004

OHM Demo Company

Attn: Company Contact

Company Street Address

Company City, State, Zip

Dear Company Contact Name,

Please find the enclosed reports for **OHM Demo Company** hearing conservation program. You will note, section 3 contains two copies of our employee memo. You may want to have the employees sign one copy to leave in the notebook and give them the other copy for their personal records.

If there are any other employees that need to be tested, please let us know. We can add these to our database at any time.

If you have had noise studies completed that you would like to have included with these results please forward them to our office. The *OSHA* requirements listed under *29 CFR 1910.95* require that noise levels be listed for each employee. I have already incorporated all noise studies that have been provided to us.

We appreciate having the opportunity to work with you. We will contact you to schedule your annual testing early next year. If you should have any questions, please feel free to contact our office at any time.

Sincerely,

Jacquelyn D. Niedringhaus, Au.D.
Doctor of Audiology