

Health and Safety Concern Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Health and Safety Concern Notice

Dear [Recipient's Name],

I am writing to formally address a health and safety concern that has come to my attention regarding [specific issue or location]. It has been observed that [describe the issue and any relevant details].

This situation poses a risk to the health and safety of [employees, customers, etc.], and it is imperative that action is taken promptly to mitigate any potential hazards.

I recommend the following actions to resolve this concern:

- [Action Item 1]
- [Action Item 2]
- [Action Item 3]

Thank you for your attention to this urgent matter. I look forward to your prompt response and the steps that will be taken to address this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]