

Safety Concern Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to officially notify you of a safety concern that has come to my attention regarding [describe the specific situation, location, or equipment].

Details of the concern:

- **Issue:** [Briefly describe the issue]
- **Location:** [Specify the location]
- **Date Observed:** [Insert date]

This matter poses a potential risk to [employees/customers/public], and I believe it requires immediate attention. I recommend that [suggest any actions to address the concern].

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]