

Unsafe Conditions Alert

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]

Dear [Recipient's Name],

I am writing to formally bring to your attention some unsafe conditions that I have observed in the workplace. It is my duty to ensure a safe working environment for all employees, and I believe these issues require immediate attention.

Details of Unsafe Conditions:

- [Describe the first unsafe condition, including location and potential risks]
- [Describe the second unsafe condition, including location and potential risks]
- [Describe any additional unsafe conditions as necessary]

These conditions pose a significant risk not only to individual safety but also to the overall well-being of all employees. I strongly urge you to take corrective action as soon as possible.

Thank you for your attention to this critical matter. I look forward to your prompt response and the implementation of effective solutions.

Sincerely,

[Your Name]
[Your Title]
[Your Contact Information]
[Your Company/Organization Name]