

Formal Notice of Health and Safety Breach

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally notify you of a breach of health and safety regulations observed on [insert date] at [insert location]. It has come to our attention that [briefly describe the breach, e.g., "safety equipment was not used in compliance with standard procedures"].

This breach potentially endangers the health and safety of employees and violates the obligations set forth under [insert relevant laws or regulations]. We request that you take immediate corrective action to address this issue and ensure compliance going forward.

Please provide a written response by [insert deadline] detailing the actions taken to rectify this breach. Failure to address this matter may lead to further investigation and enforcement actions.

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]