

# Health and Safety Concern Report

Date: \_\_\_\_\_

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

## Subject: Health and Safety Concern

Dear [Recipient's Name],

I am writing to bring to your attention a health and safety concern that has been observed in the workplace. The details of the concern are as follows:

### Concern Details:

- **Location:** [Specify location]
- **Description of Concern:** [Describe the concern]
- **Potential Risks:** [Describe potential risks involved]

### Request for Action:

I kindly request that this issue be addressed promptly to ensure the safety and well-being of all employees. Suggested actions include:

- [Suggestion 1]
- [Suggestion 2]
- [Suggestion 3]

Thank you for your attention to this matter. Please feel free to reach out if you require further information or clarification.

Sincerely,

[Your Name]

[Your Contact Information]