

Health and Safety Compliance Issue Notification

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Recipient's Department]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to bring to your attention a health and safety compliance issue that has been observed at [specific location or project site]. It is critical that we address this matter promptly to ensure the safety and well-being of all employees and comply with health and safety regulations.

Issue Summary:

- Description of the compliance issue: [Provide a detailed description]
- Date of observation: [Insert Date]
- Impact on safety: [Describe potential risks]

Recommended Actions:

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

Please treat this matter with urgency and provide feedback on the actions that will be taken to resolve this compliance issue. Should you require further details or wish to discuss this matter, feel free to contact me at [Your Phone Number] or [Your Email].

Thank you for your immediate attention to this important issue.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Company]