

Unsafe Condition Documentation

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

From: [Your Name]
[Your Title]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]

Subject: Documentation of Unsafe Condition

Dear [Recipient Name],

I am writing to formally document and bring to your attention an unsafe condition that has been observed in [specific location or area]. This issue poses a significant risk to the safety and well-being of personnel and visitors.

Description of the Unsafe Condition:

[Provide a detailed description of the unsafe condition, including what has been observed, its potential hazards, and possible consequences.]

Recommended Actions:

[Outline any suggested steps to mitigate or resolve the unsafe condition.]

I urge you to address this issue as soon as possible to ensure a safe working environment. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] for further discussion or support.

Thank you for your attention to this matter.

Sincerely,

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