

# Potential Hazard Identification

**Date:** [Insert Date]

**To:** [Recipient's Name]

**From:** [Your Name]

**Subject:** Identification of Potential Hazards

Dear [Recipient's Name],

I am writing to inform you of a potential hazard that has been identified in [specify location or situation]. It is crucial that we address this issue promptly to ensure the safety of all personnel involved and to minimize any associated risks.

## **Description of the Hazard:**

[Briefly describe the hazard, including where it is located and how it may pose a risk.]

## **Recommended Actions:**

- [Action 1]
- [Action 2]
- [Action 3]

Please let me know if you require any further information or if a meeting is necessary to discuss this matter in detail. Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]