

Safety Concern Reporting

Date: [Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Address: [Company Address]

Subject: Reporting Safety Concern

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally report a safety concern that I believe needs immediate attention. The details of the concern are as follows:

Concern Details

Location: [Location of Concern]

Description: [Detailed Description of the Safety Concern]

Date of Observation: [Date]

Potential Risk: [Potential Risks Involved]

I believe that addressing this concern promptly will ensure a safer environment for all employees. I appreciate your immediate attention to this matter and look forward to your response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]