

# Letter of Concern

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to express my concerns regarding the current safety protocols in our workplace. It has come to my attention that there are several areas where our practices may not align with the required safety standards, potentially putting employees at risk.

Specifically, I have observed the following issues:

- [Describe specific safety concern 1]
- [Describe specific safety concern 2]
- [Describe specific safety concern 3]

I believe it is crucial that we address these concerns to ensure a safe working environment for all employees. I would appreciate the opportunity to discuss this matter further and explore potential solutions that can improve our workplace safety protocols.

Thank you for your attention to this important issue. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]