Notification of Unsafe Conditions

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Facility Name]

[Facility Address]

Dear [Recipient Name],

I am writing to formally notify you of unsafe conditions observed at [specific location/facility]. It has come to our attention that the following issues require immediate action:

- [Description of Unsafe Condition #1]
- [Description of Unsafe Condition #2]
- [Description of Unsafe Condition #3]

The presence of these unsafe conditions poses a significant risk to the health and safety of individuals utilizing the facility. We urge you to address these concerns as soon as possible to ensure a safe environment for all.

We appreciate your prompt attention to this matter and look forward to your response regarding the actions taken to resolve these issues.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]