

# Subcontractor Safety Violation Report

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Safety Violation Report

Dear [Subcontractor Name],

This letter serves as a formal notification regarding a safety violation observed on [Job Site Name/Location] on [Date of Incident]. The details of the violation are as follows:

- **Description of the Violation:** [Describe the specific safety violation]
- **Date of Incident:** [Insert Date]
- **Location:** [Insert Location]
- **Individuals Involved:** [List Names or Titles]

We take safety very seriously, and it is imperative that all subcontractors adhere to the safety standards set forth in the contract and by regulatory bodies. Please provide a written response to this report by [Response Deadline Date], detailing the corrective actions that will be taken to address this violation.

Failure to address this matter appropriately may result in further action, up to and including termination of your subcontract.

Thank you for your immediate attention to this serious issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]