

Notification of Unsafe Conditions

Date: [Insert Date]

To: [School Administration's Name]

[School Name]

[School Address]

Dear [School Administration's Name],

I am writing to formally notify you about unsafe conditions I have observed within the school premises that may pose a risk to the health and safety of students and staff.

Specifically, I have noticed [describe the unsafe conditions in detail, e.g., broken handrails, slippery floors, damaged playground equipment, etc.]. These issues have the potential to cause accidents and should be addressed as soon as possible.

It is important for the well-being of our school community that these conditions are remedied promptly. I urge you to investigate these matters and take appropriate action.

Thank you for your attention to this critical issue. I look forward to your timely response and action.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Relationship to the School, e.g., Parent, Teacher, etc.]