

Letter of Complaint Regarding Unsafe Workplace Conditions

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the unsafe working conditions at [specific location or department] where I am employed as a [your job title]. It has come to my attention that [describe specific unsafe conditions or incidents].

This situation poses significant risks not only to my safety but also to that of my coworkers. According to [mention any relevant occupational health and safety regulations or policies], it is imperative that steps are taken to address these concerns promptly.

I urge you to investigate this matter and implement the necessary measures to ensure a safer workplace environment. I appreciate your attention to this serious issue and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]