

Notification About Safety Hazards

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Safety Hazards in School

Dear [Recipient's Name],

We are writing to inform you of certain safety hazards identified within [School Name]. Our priority is to ensure the safety and well-being of all students and staff.

Some of the hazards include:

- [Hazard 1: Description]
- [Hazard 2: Description]
- [Hazard 3: Description]

Please be advised that we are taking immediate action to address these issues and will keep you updated on the progress.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]