

Workplace Safety Concern Documentation

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally document my concerns regarding workplace safety in our facility. It has come to my attention that [describe specific safety concern, e.g., "the stairwell is poorly lit which poses a risk of accidents"].

Details of the Concern:

- **Location:** [Specify Location]
- **Date Observed:** [Insert Date]
- **Witnesses:** [List Names, if applicable]
- **Description:** [Provide a detailed description of the concern]

I believe it is essential to address this matter promptly to ensure the safety and well-being of all employees. I recommend [suggest possible solutions, e.g., "installing better lighting and posting warning signs"].

Thank you for your attention to this serious issue. I am looking forward to your prompt response and action regarding this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]