

Critical Site Closure Notification

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you of the temporary closure of the [Site/Location Name], effective immediately, due to identified environmental hazards that pose a significant risk to health and safety. Our priority is to protect the well-being of our employees, stakeholders, and the surrounding community.

After a comprehensive assessment conducted by our environmental safety team, it has been determined that the site presents potential dangers, including [specify hazards, e.g., toxic chemicals, unstable structures, etc.]. In light of these findings, we have taken the necessary measures to halt all operations and restrict access to the area.

We are currently working with relevant authorities and environmental experts to address these issues and develop a remediation plan. The site will remain closed until it is deemed safe for reentry.

We appreciate your understanding and cooperation during this critical situation. Please do not hesitate to contact us at [Contact Information] for any inquiries or further updates.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]