

Rapid Site Closure Notification

Date: [Insert Date]

To Whom It May Concern,

We regret to inform you that, following a recent risk assessment conducted on [Insert Date of Assessment], we have determined that it is necessary to close the site located at [Insert Site Address] effective immediately due to identified safety risks.

The key reasons for this closure include:

- [Risk 1 Description]
- [Risk 2 Description]
- [Risk 3 Description]

We understand that this may cause inconvenience, and we are committed to ensuring the safety of all personnel. We will conduct a thorough investigation and implement necessary remedial actions before reopening the site.

Please direct any questions or concerns to [Insert Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]