

Immediate Action Required

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Dear [Recipient's Name],

I am writing to bring to your immediate attention a serious safety breach that has occurred on our premises on [insert date of incident]. It is imperative that we address this matter urgently to ensure the safety and well-being of all employees.

Details of the breach are as follows:

- Nature of Breach: [Describe the nature of the breach]
- Location: [Specify the location]
- Individuals Involved: [List individuals involved if applicable]
- Immediate Risks: [Describe any immediate risks posed]

Please take the following actions immediately:

1. [Action Step 1]
2. [Action Step 2]
3. [Action Step 3]

It is essential that we rectify this situation without delay. I expect your written response regarding the actions taken by [insert response deadline]. Failure to address this issue may lead to further repercussions.

Thank you for your prompt attention to this critical matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]