

# Notice of Safety Issues

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Notice Regarding Safety Issues in Educational Services

Dear [Insert Recipient Name],

I am writing to inform you of some safety issues that have recently been identified within our educational services. It is our utmost priority to ensure the safety and well-being of all students and staff.

The following issues have been noted:

- Inadequate emergency exit signage in classrooms.
- Uneven flooring in the corridor posing trip hazards.
- Insufficient lighting in the outdoor areas during evening hours.

We are taking immediate action to address these concerns. We will be conducting a comprehensive safety review and implementing necessary improvements to ensure a secure learning environment.

If you have any questions or additional concerns, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Institution Name]