

Health and Safety Compliance Notification

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Insert Recipient's Name],

This letter serves as a notification regarding health and safety compliance measures that need to be addressed at [Insert Location/Facility Name]. As part of our ongoing commitment to ensuring a safe working environment, it has come to our attention that the following issues require immediate action:

- [Issue 1: e.g., Fire exits obstructed]
- [Issue 2: e.g., Safety gear not being used]
- [Issue 3: e.g., Inadequate first aid supplies]

We kindly ask you to address these issues by [Insert Deadline Date]. Compliance with health and safety regulations is essential to ensure the well-being of all employees and visitors.

Please feel free to reach out if you have any questions or need further assistance.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]