

# Report on Unsafe Conditions in Child Care Setting

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Position:** [Recipient's Position]

**Organization:** [Recipient's Organization]

**Address:** [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally report concerning unsafe conditions that have been observed in the child care setting located at [Insert Location]. These conditions pose a serious risk to the health and safety of the children in care.

## Details of Unsafe Conditions:

- [Describe condition 1: e.g., Unsafe playground equipment]
- [Describe condition 2: e.g., Inadequate hygiene practices]
- [Describe condition 3: e.g., Insufficient staff-to-child ratio]

It is imperative that these conditions be addressed promptly to ensure the safety and well-being of the children. I urge you to take immediate action to rectify these issues.

Thank you for your attention to this serious matter. I look forward to your prompt response and the necessary improvements being implemented.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]