

Health and Safety Concern Notification

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Facility Name: [Childcare Service Name]

Address: [Facility Address]

Dear [Recipient's Name],

I am writing to bring to your attention some health and safety concerns that have been observed at [Childcare Service Name]. Ensuring the safety and well-being of all children in our care is of utmost importance, and I believe addressing these issues promptly will help maintain a secure environment.

Concerns raised include:

- [Concern 1: Description]
- [Concern 2: Description]
- [Concern 3: Description]

I kindly ask that these issues be investigated and addressed as necessary to ensure a safe environment for our children. Additionally, I would appreciate any updates on the measures taken to resolve these concerns.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]