

**[Your Name]**

**[Your Position]**

**[Your Company]**

**[Your Address]**

**[City, State, Zip Code]**

**[Email Address]**

**[Phone Number]**

**[Date]**

**[Recipient Name]**

**[Recipient Position]**

**[Recipient Company]**

**[Recipient Address]**

**[City, State, Zip Code]**

Dear [Recipient Name],

I am writing to formally express my concerns regarding safety issues that have arisen within our work environment. As an executive at [Your Company], it is my responsibility to ensure that our team operates in a safe and secure setting.

Recently, I have observed several incidents that pose a significant risk to the health and safety of our employees, including [specific incidents or concerns]. These issues not only violate our organizational safety standards but may also lead to potential liabilities.

I urge you to prioritize these safety concerns and implement immediate corrective measures. Failure to address these matters adequately could lead to severe repercussions for both our team and the organization as a whole.

I appreciate your attention to this critical issue and look forward to your prompt response regarding the actions that will be taken to ensure the safety of all employees.

Sincerely,

[Your Name]

[Your Position]

[Your Company]