

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally express my concerns regarding the unsafe working conditions currently present at [Company Name]. Despite having brought these matters to the attention of management on several occasions, I feel that sufficient action has not been taken to address the issues at hand.

Specifically, I would like to highlight the following points:

- [Describe specific unsafe condition #1]
- [Describe specific unsafe condition #2]
- [Describe specific unsafe condition #3]

The presence of these conditions not only poses a risk to my safety but also to that of my colleagues. I believe it is crucial for [Company Name] to prioritize the well-being of its employees and rectify these issues promptly.

I kindly request an immediate investigation into these matters and a plan of action to ensure a safe working environment. Thank you for your attention to this important issue.

Sincerely,
[Your Name]