

[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 several safety violations that I have observed in the workplace at [Company Name]. As an employee dedicated to maintaining a safe and healthy work environment, I believe it is imperative to address these issues promptly.

On [specific dates], I noticed the following safety violations:

- [Describe violation 1]
- [Describe violation 2]
- [Describe violation 3]

These conditions not only put employees at risk but may also be in violation of Occupational Safety and Health Administration (OSHA) standards. I urge management to take immediate action to rectify these issues to ensure the safety and well-being of all employees.

I appreciate your attention to this serious matter and look forward to your prompt response addressing my concerns.

Sincerely,

[Your Name]

[Your Job Title]