

# Safety Compliance Concerns Notification

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to address some safety compliance concerns that have come to our attention regarding [specific issue or situation]. It is critical that we ensure a safe working environment for all employees, in accordance with applicable regulations and best practices.

Specifically, we have observed the following issues:

- [Concern 1]
- [Concern 2]
- [Concern 3]

We kindly request that you take immediate action to rectify these concerns. Failure to address these issues may lead to [potential consequences, e.g., safety hazards, compliance violations].

Please provide us with a response by [deadline] regarding the steps you will take to address these concerns.

Thank you for your immediate attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]