

Proactive Whistleblower Concern Notification

Date: [Insert Date]

To: [Insert Recipient Name] [Insert Recipient Title] [Insert Company/Organization Name]
[Insert Company Address]

Dear [Insert Recipient Name],

I am writing to formally notify you of a concern that I believe warrants immediate attention. As a proactive whistleblower, I feel it is my responsibility to report the following issue: [Briefly describe the nature of the concern, including relevant dates and events].

The details of the situation are as follows:

- **Concern Type:** [Specify the issue]
- **Description:** [Provide a detailed description]
- **Involved Parties:** [List individuals or departments involved]
- **Date of Occurrence:** [Insert date]

I understand the seriousness of this notification and appreciate your commitment to maintaining a safe and ethical workplace. I am prepared to provide further details if required and would appreciate your guidance on the next steps in this process.

Thank you for your attention to this matter. I trust that appropriate actions will be taken.

Sincerely,

[Your Name] [Your Title/Position] [Your Contact Information] [Your Company/Organization Name]