

Letter Addressing Safety Concerns

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address some safety concerns that have arisen at our construction site located at [Site Address]. We recently encountered unexpected issues that may pose risks to our workers and the site's overall safety.

Upon our latest inspection, we identified the following concerns:

- [Describe the first safety concern]
- [Describe the second safety concern]
- [Describe the third safety concern]

We take these matters very seriously and are committed to ensuring the safety of all personnel on site. We have taken the following immediate actions to address these issues:

- [Action taken for the first concern]
- [Action taken for the second concern]
- [Action taken for the third concern]

We will continue to monitor the situation closely and implement additional safety measures as needed. I appreciate your understanding and cooperation as we work to maintain a safe working environment.

Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]