

Notification Letter for Unsafe Facility Conditions

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Recipient's Department]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally notify you of some unsafe conditions that have been identified at [Location/Facility Name]. It has come to our attention that [describe the unsafe condition in detail, including specific locations and potential hazards].

We believe these conditions pose a significant risk to the safety and well-being of all individuals at the facility. We request immediate action to assess and rectify these issues to ensure a safe environment.

Please let us know your plan of action regarding this matter by [insert response due date]. It is essential that we prioritize safety and take the necessary measures to address these concerns promptly.

Thank you for your attention to this pressing issue. We look forward to your swift response.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Organization]

[Your Contact Information]