

Classroom Safety Hazard Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[School Name]

[School Address]

Dear [Recipient's Name],

I am writing to bring to your attention a safety hazard within our classroom that requires immediate attention. The details of the hazard are as follows:

Hazard Description

[Describe the safety hazard in detail, e.g., broken furniture, exposed wiring, slippery floors, etc.]

Location of the Hazard

[Provide the specific location within the classroom]

Suggested Action

[Suggest actions to remedy the situation, e.g., repair, replacement, or additional safety protocols]

Ensuring a safe learning environment is crucial for the well-being of our students and staff. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Your Contact Information]