

Maintenance Recommendation for Safety Improvements

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing commitment to ensuring a safe environment for all employees and visitors, I am writing to recommend several maintenance actions that require immediate attention.

Recommendations:

1. Inspection and repair of all emergency exit routes to ensure clear access.
2. Regular maintenance of fire safety equipment, including extinguishers and alarms.
3. Upgrade of lighting in hallways and stairwells to improve visibility.
4. Implementation of a schedule for routine safety audits and inspections.

These improvements are essential to maintaining a safe working environment and complying with safety regulations. I appreciate your attention to these matters and look forward to discussing them further.

Thank you for considering these recommendations.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]