

Notification of Hazards During Building Improvements

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of potential hazards associated with the upcoming building improvements scheduled for [insert date]. It is vital that all stakeholders are aware of these hazards to ensure a safe working environment.

Identified Hazards:

- **Asbestos Exposure:** Areas of the building may contain asbestos; proper safety measures must be taken.
- **Structural Instability:** Certain sections under renovation may present risks of collapse.
- **Electrical Hazards:** Outdated wiring may pose shock or fire risks; a qualified electrician should be consulted.
- **Falls from Height:** Working on scaffolding or ladders requires strict adherence to safety protocols.
- **Hazardous Materials:** Use of solvents and chemicals must comply with safety guidelines.

We recommend a thorough risk assessment be conducted prior to commencement of the construction activities, along with the establishment of a safety plan addressing the above hazards.

Thank you for your attention to this important matter. Please feel free to reach out for further discussion or clarification.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]