

# Job Site Safety Concern Communication

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Safety Concern at [Job Site Location]

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention a safety concern that has been observed at the [Job Site Location]. Ensuring the health and safety of all workers is of utmost importance, and I believe this matter needs immediate attention.

Details of the Concern:

- **Issue:** [Describe the specific safety concern]
- **Location:** [Specify the exact location on the job site]
- **Possible Risk:** [Explain the potential risks involved]

I recommend that we take the following actions to address this issue:

1. [Action 1]
2. [Action 2]
3. [Action 3]

Thank you for your immediate attention to this matter. I look forward to discussing this further and ensuring a safe working environment for everyone.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]