

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally complain about the unsafe working conditions at [specific location or department]. Despite previous verbal communications regarding these concerns, the issues remain unaddressed and are posing a significant risk to employees' health and safety.

Specifically, I would like to bring to your attention the following hazards:

- [Describe specific hazard #1]
- [Describe specific hazard #2]
- [Describe specific hazard #3]

These conditions not only jeopardize the well-being of employees but also potentially violate [mention any relevant occupational safety laws or regulations]. I urge you to take immediate action to rectify these issues.

I request a prompt response regarding the steps that will be taken to address these concerns. Thank you for your attention to this serious matter.

Sincerely,

[Your Name]