

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

Recipient's Name
Recipient's Title
Company/Organization Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my concern regarding safety issues I have observed at [specific location or facility] on [specific date or timeframe].

These safety concerns include:

- [Describe safety concern 1]
- [Describe safety concern 2]
- [Describe safety concern 3]

I believe that these issues pose significant risks to [employees/customers/public] and require immediate attention. I urge you to take appropriate action to address these concerns promptly.

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,
[Your Name]