

Formal Complaint Regarding Unsafe Work Environment

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

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

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the unsafe work environment at [Company's Name]. I have observed several hazards that pose a risk to the health and safety of employees.

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

- [Describe the first unsafe condition]
- [Describe the second unsafe condition]
- [Describe the third unsafe condition]

Despite previous informal discussions about these matters, I have seen little to no improvement. It is essential that these issues are addressed promptly to ensure the well-being of all staff members.

I hope you will treat this complaint with the seriousness it deserves and take immediate action to rectify these situations. Thank you for your attention to this matter.

Sincerely,

[Your Name]