

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Formal Complaint Regarding Non-Compliance with Safety Regulations**

Dear [Recipient's Name],

I am writing to formally file a complaint regarding the non-compliance with safety regulations at [specific location or facility]. Despite several attempts to address these issues informally, it has become necessary to put this complaint in writing.

On [specific dates], I observed numerous violations of safety protocols, including but not limited to [list specific safety violations]. These violations not only put employees at risk but also compromise the overall safety of the facility.

I urge you to investigate these matters promptly and take immediate corrective actions to ensure that all safety regulations are adhered to. The health and safety of all employees should be the utmost priority.

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

Sincerely,

[Your Name]