

Formal Complaint Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my concern regarding persistent safety risks that have been observed at [specific location or context]. Despite previous communications regarding these issues, no adequate action has been taken to resolve them.

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

- [Detail safety risk #1]
- [Detail safety risk #2]
- [Detail safety risk #3]

The aforementioned issues not only pose a significant risk to [employees/customers/public] but also contradict the standards of safety expected within [mention relevant guidelines or laws]. I urge you to take immediate action to address these concerns.

Thank you for your attention to this serious matter. I look forward to your prompt response regarding the actions that will be taken.

Sincerely,

[Your Name]