

Formal Complaint Regarding Exposure to Hazardous Materials

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 potential exposure to hazardous materials at [specific location or event] on [specific date(s)].

During my time at this location, I observed [describe the hazardous materials, conditions, and any relevant details about the exposure]. This situation posed a significant risk to my health and safety as well as to those around me.

I kindly request a detailed investigation into this matter and the implementation of appropriate measures to mitigate further risks. I would appreciate a prompt response outlining the steps that will be taken to address these concerns.

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

Sincerely,

[Your Name]