

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

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

Dear [Recipient's Name],

I am writing to formally express my concern regarding the lack of proper safety equipment in the workplace. Despite previous discussions and assurances, essential safety gear such as [list specific equipment, e.g., helmets, gloves, safety goggles] remains inadequate or unavailable.

This situation not only poses a risk to employee safety but also contravenes industry regulations and standards that prioritize a secure working environment. I urge you to address this pressing issue promptly to ensure the well-being of all employees.

Sincerely,
[Your Name]