

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally bring to your attention several safety hazards that I have observed in our workplace at [specific location or department]. These hazards pose a serious risk to the health and safety of myself and my colleagues.

Specifically, I have noted the following issues:

- [Describe the first safety hazard, e.g., "Exposed electrical wires in the break room."]
- [Describe the second safety hazard, e.g., "Slippery floors with no caution signs in the hallway."]
- [Describe the third safety hazard, e.g., "Improperly stored hazardous materials in the storage area."]

It is imperative that these hazards be addressed promptly to ensure the safety of all employees. I request that a thorough inspection be conducted and necessary actions be taken to remedy these issues.

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

Sincerely,

[Your Name]

[Your Job Title]