

# Formal Complaint Regarding Health and Safety Violations

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 raise a complaint regarding multiple health and safety violations observed at [specific location or department] within [Company/Organization Name]. On [specific date(s)], I witnessed the following issues:

- [Describe the first violation, including details such as location and nature of the violation]
- [Describe the second violation, including details]
- [Continue listing any further violations]

These violations pose significant risks to the health and safety of employees, including myself, and go against the established regulations mandated by [relevant health and safety authority].

I urge you to take immediate action to rectify these violations and ensure a safe working environment for all employees. I appreciate your prompt attention to this serious matter.

Sincerely,

[Your Name]

[Your Job Title] (if applicable)

[Your Department] (if applicable)