

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my concerns regarding serious safety hazards on the property located at [Property Address]. As a [tenant/homeowner] of this property, I believe it is essential to address these issues to ensure the well-being of all residents.

The specific hazards include:

- [Describe Hazard 1]
- [Describe Hazard 2]
- [Describe Hazard 3]

Despite previous attempts to raise these issues verbally on [mention dates], no actions have been taken to rectify the situation. I am particularly concerned about [mention any safety incidents that occurred].

It is my request that immediate steps be taken to address these hazards. I would appreciate a written response outlining your action plan by [specific date].

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

Sincerely,

[Your Name]