

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Non-Compliance with Safety Regulations

I am writing to formally address some concerns regarding the compliance with safety regulations at [specific location or project]. It has come to our attention that certain safety protocols, as outlined in [specific regulation or guideline], are not being followed, which poses a significant risk to our employees and the overall safety of the workplace.

Specifically, we have noted the following issues:

- [Issue 1]
- [Issue 2]
- [Issue 3]

It is imperative that these issues are addressed immediately to ensure the safety and well-being of all personnel involved. We request that you take the necessary steps to rectify these non-compliance issues by [specific date]. Additionally, we would like to schedule a meeting to discuss this matter further and outline a plan for compliance moving forward.

Thank you for your immediate attention to this critical matter. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] to confirm our meeting or if you have any questions.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]