

# Formal Complaint Regarding Unsafe Workplace Conditions

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

[Manager's Name]  
[Company Name]  
[Company Address]  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally express my concerns regarding unsafe workplace conditions at [Company Name], specifically in [specific area or department]. I believe that these conditions pose a significant risk to the health and safety of employees.

On [date], I observed [describe the specific unsafe conditions or incidents, including details such as location, nature of hazard, and any relevant examples]. Despite previously reporting these concerns to [mention who you reported it to, if applicable], no action has been taken to resolve the issue.

It is my duty to bring this matter to your attention as I am concerned for the safety of myself and my colleagues. I kindly request that you address these unsafe conditions promptly to ensure a safe working environment. I am open to discussing this further at your earliest convenience.

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

Sincerely,  
[Your Name]