

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally discuss the current health and safety protocols in place at [Company/Organization Name]. It has come to my attention that there are several areas where these protocols may be deemed insufficient, potentially compromising the health and safety of all employees.

Specifically, I have observed [list specific concerns, e.g., inadequate training, lack of equipment, etc.]. These issues not only violate established health and safety guidelines but also put employees at risk.

I believe it is imperative that we address these concerns promptly to ensure a safe working environment for everyone. I would appreciate the opportunity to discuss this matter further at your earliest convenience.

Thank you for your attention to this important issue. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]