

Formal Complaint Letter for Safety Concerns

Subject: Safety Concern Report

Dear [Manager Name],

I am writing to report a safety concern in the workplace related to [describe hazard]. This poses a risk to employees and may result in accidents if not addressed immediately.

I urge management to take swift action to ensure compliance with safety regulations and to protect all staff members.

Sincerely,

[Your Name]

[Department]

[Contact Information]

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