

Safety Concern Letter

Subject: Immediate Attention Required: Safety Concern

Dear Store Manager,

I am writing to report a serious safety concern I noticed at your store on [date]. Specifically, [describe hazard, e.g., loose shelving, slippery floor] poses a risk to customers and staff.

I urge that immediate action be taken to correct this issue to prevent any accidents. A response confirming the corrective measures would be appreciated.

Sincerely,

[Your Name]

[Contact Information]

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