

Date: [Insert Date]

To: [Recipient Name/Property Management/Department Head]

From: [Your Name/Inspector Name]

Subject: Formal Notice of Post-Inspection Health and Safety Hazards

Dear [Recipient Name],

This letter is to formally notify you of specific health and safety hazards identified during the inspection conducted on [Date of Inspection] at [Location/Address].

The following issues were documented and require immediate repair or mitigation to ensure the safety of occupants and compliance with safety regulations:

- **Hazard 1:** [Description of issue] - **Required Action:** [Description of repair]
- **Hazard 2:** [Description of issue] - **Required Action:** [Description of repair]
- **Hazard 3:** [Description of issue] - **Required Action:** [Description of repair]

Due to the nature of these hazards, we request that repairs be initiated no later than [Insert Date] and completed by [Insert Final Deadline Date].

Please confirm receipt of this notice and provide a timeline for the scheduled repairs. Once the work is completed, a follow-up inspection may be required to verify that the hazards have been properly addressed.

Thank you for your prompt attention to these safety matters.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization]