

Date: [Insert Date]

To: [Recipient Name/All Occupants]

Address: [Insert Property Address/Unit Number]

Subject: NOTICE OF HEALTH AND SAFETY HAZARD REMEDIATION

Dear [Recipient Name/Occupant],

This letter serves as formal notification that a health and safety hazard has been identified at the following location: [Insert Specific Area/Room].

Description of Hazard:

[Describe the hazard, e.g., mold growth, lead paint, gas leak, structural damage, etc.]

Remediation Plan:

To ensure the safety of all occupants, we have scheduled professional remediation services to begin on [Start Date] at [Start Time]. The work is expected to be completed by [Estimated End Date].

Required Actions/Precautions:

During the remediation process, please adhere to the following instructions:

- [Instruction 1: e.g., Vacate the specific area during work hours]
- [Instruction 2: e.g., Keep windows closed/open]
- [Instruction 3: e.g., Remove personal belongings from the area]

We apologize for any inconvenience this may cause. Our primary concern is maintaining a safe and healthy environment. Once the remediation is complete, a follow-up inspection will be conducted to verify that the hazard has been fully resolved.

If you have any questions or require further clarification, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization]