

Date: [Date]

To: [Tenant or Property Manager Name]

Company: [Company Name]

Address: [Property Address/Unit Number]

Subject: NOTICE OF SAFETY HAZARD AND REQUIREMENT FOR REMEDIATION

Dear [Name],

This letter serves as formal notification regarding a safety hazard identified at the property located at [Property Address]. On [Date of Inspection], the following safety concern was documented:

Description of Hazard:

[Detailed description of the issue, e.g., blocked fire exit, exposed wiring, damaged flooring, etc.]

Location:

[Specific area within the building or premises]

This condition constitutes a violation of [mention Lease Agreement section or local building/safety codes] and poses a potential risk to occupants, visitors, and the property.

Required Action:

You are required to take the following steps to remedy this hazard:

[List specific repair or removal actions required]

Deadline for Completion: [Date]

Please confirm in writing once the remediation is complete so that a follow-up inspection can be scheduled. Failure to address this matter within the specified timeframe may result in [mention consequences, e.g., fines, legal action, or repairs being made at your expense].

If you have questions regarding this notice, please contact [Name/Department] at [Phone Number/Email].

Thank you for your prompt attention to this safety matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]