

[Date]

[Recipient Name]

[Recipient Title/Department]

[Company Name]

[Property Address/Location]

RE: NOTICE OF SAFETY HAZARD REMEDIATION

Dear [Recipient Name],

This letter serves as formal notification regarding the safety inspection conducted on [Date of Inspection] at [Specific Location/Area]. During this inspection, the following safety hazards were identified that require immediate corrective action:

- **Hazard 1:** [Description of hazard and specific location]
- **Hazard 2:** [Description of hazard and specific location]
- **Hazard 3:** [Description of hazard and specific location]

These conditions have been classified as [Priority Level: e.g., High/Medium/Low] risks and may pose a threat to the safety of personnel and compliance with [Local/Federal/OSHA] regulations.

Required Actions:

You are required to complete the following remediation steps by [Due Date]:

1. [Required action for Hazard 1]
2. [Required action for Hazard 2]
3. [Required action for Hazard 3]

Once the remediation is complete, please submit a written confirmation or a "Notice of Correction" form to the [Department Name]. A follow-up inspection will be scheduled for [Follow-up Date] to verify that all hazards have been mitigated.

Failure to address these hazards within the specified timeframe may result in [Consequences, e.g., fines, work stoppage, or further disciplinary action].

If you have any questions regarding these findings or require technical assistance, please contact [Contact Person Name] at [Phone Number/Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Organization/Agency Name]