

[Your Company Name]  
[Your Company Address]  
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, ZIP Code]

Subject: Safety Notice for Building Construction

Dear [Recipient Name],

We would like to bring to your attention the following safety measures that are currently in effect for the building construction project located at [Project Address].

**\*\*Safety Measures:\*\***

1. **\*\*Personal Protective Equipment (PPE):\*\*** All personnel must wear appropriate PPE, including hard hats, safety goggles, gloves, and high-visibility vests at all times on-site.
2. **\*\*Site Access:\*\*** Unauthorized personnel are prohibited from entering the construction site. Access is restricted to authorized workers only.
3. **\*\*Hazard Awareness:\*\*** All employees are required to attend a safety briefing regarding potential hazards and emergency procedures.
4. **\*\*Equipment Safety:\*\*** Heavy machinery must be operated only by trained and certified personnel. Regular safety checks will be conducted.
5. **\*\*Emergency Procedures:\*\*** In case of an emergency, follow the posted evacuation routes and report to the designated assembly point.

We appreciate your cooperation in ensuring a safe working environment for everyone involved in the project. Should you have any questions or require further clarification on our safety protocols, please do not hesitate to contact us.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]