

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

[Recipient Name]
[Labour Department Name]
[Address]
[City, State, Zip Code]

Subject: Safety Violation Report

Dear [Recipient Name],

I am writing to formally report safety violations observed at [Company/Organization Name], located at [Company Address]. The details of the violations are as follows:

1. ****Description of Violation****: [Brief description of the safety violation]
 - ****Date of Observation****: [Date]
 - ****Location****: [Specific area of the workplace, if applicable]
2. ****Description of Violation****: [Brief description of another safety violation, if applicable]
 - ****Date of Observation****: [Date]
 - ****Location****: [Specific area of the workplace, if applicable]

These violations pose a significant risk to the health and safety of employees and the overall environment. I request that the Labour Department investigate these issues promptly.

Please let me know if you require any further information regarding this matter. I look forward to your swift action to ensure compliance with safety regulations.

Thank you for your attention to this urgent issue.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company/Organization, if applicable]