

Date: [Date]

To: [Recipient Name/Tenant Name]

Location/Unit: [Unit Number or Department Name]

Subject: Official Warning: Fire Hazard and Safety Violation - Improper Storage

Dear [Recipient Name],

This letter serves as a formal warning regarding the improper storage of items at [Specific Location of Violation]. During a recent safety inspection conducted on [Date], the following fire hazard was identified:

Violation Detail: [Describe the issue, e.g., boxes blocking fire exit, storage of flammable liquids, items obstructing sprinkler heads, or hallway clutter].

These conditions are in direct violation of [Local Fire Code/Building Policy] and pose a significant safety risk to all occupants. Improper storage can accelerate the spread of fire and obstruct emergency exit routes during an evacuation.

Required Action:

You are required to clear the area and properly store or dispose of the aforementioned items by [Time/Date].

A follow-up inspection will be conducted on [Date] to ensure compliance. Failure to rectify this situation may result in [further disciplinary action/fines/legal action].

Safety is a collective responsibility. We appreciate your immediate cooperation in maintaining a fire-safe environment.

Sincerely,

[Your Name]

[Your Title]

[Company/Property Management Name]