

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

[Date]

[Recipient Name]  
[Recipient Title/Department]  
[Organization Name]  
[Address]  
[City, State, Zip Code]

**Subject: Formal Notice Regarding Debris Cleanup and Hazard Avoidance**

Dear [Recipient Name],

I am writing to formally bring to your attention the presence of accumulated debris located at [Specific Location/Address]. This debris currently poses a significant safety risk and constitutes a physical hazard to residents, employees, and visitors in the area.

The specific hazards identified include: [List hazards, e.g., sharp objects, blocked walkways, combustible materials, or tripping hazards].

To ensure the safety of the community and to avoid potential accidents or injuries, I request that the following actions be taken immediately:

- Complete removal and proper disposal of all debris.
- Securing of the area until the cleanup is finalized.
- Implementation of measures to prevent future accumulation of hazardous materials at this site.

Please provide a timeline for when the cleanup will be initiated and completed. Until the area is cleared, I advise that all personnel and pedestrians exercise extreme caution to avoid the identified hazards.

Thank you for your prompt attention to this matter of public safety. I look forward to your confirmation that the site has been cleared.

Sincerely,

[Your Signature]

[Your Printed Name]