

[Sender Name]
[Sender Title]
[Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company/Department]
[Address]

RE: Notice of Fall Protection Standard Infractions

Dear [Recipient Name],

This letter serves as formal notification regarding specific fall protection safety infractions observed at [Location/Project Site] on [Date].

During a safety inspection conducted by [Inspector Name], the following violations of [Specify Regulation, e.g., OSHA 1926 Subpart M] were identified:

- **Infraction 1:** [Description of violation, e.g., Failure to use personal fall arrest systems while working at heights exceeding 6 feet].
- **Infraction 2:** [Description of violation, e.g., Unprotected leading edges without guardrail systems].
- **Infraction 3:** [Description of violation, e.g., Use of damaged or uninspected lanyards/harnesses].

These conditions pose a significant risk to personnel. As a result, the following corrective actions are required immediately:

1. Cease all work in the affected areas until compliant safety measures are installed.
2. Conduct a mandatory safety stand-down and retraining session for all involved personnel.
3. Submit a written report detailing the corrective measures taken to prevent recurrence by [Deadline Date].

Failure to address these infractions promptly may result in further disciplinary action, project suspension, or financial penalties as per our safety policy and local regulations.

Please acknowledge receipt of this notice and confirm when the hazards have been abated.

Sincerely,

[Signature]
[Printed Name]
[Contact Information]