Date: [Insert Date]

To: [Contractor Name/Company Name]
Address: [Contractor Address]

Subject: NOTICE OF SAFETY BREACH - [Project Name/Location]

Dear [Contact Person Name],

This letter serves as a formal notice regarding a safety breach identified in the common areas of [Building/Project Name] on [Date] at approximately [Time].

Description of Breach:
[Provide a detailed description of the violation, e.g., failure to secure tools, blocking emergency exits, lack of proper signage, or improper disposal of hazardous materials.]

Required Corrective Action:
You are required to take the following actions immediately:
1. [Action 1]
2. [Action 2]
3. [Action 3]

This breach is a violation of the safety protocols outlined in your contract and local health and safety regulations. Please be advised that further violations may result in the suspension of work, financial penalties, or termination of your contract.

We request a written response by [Date] outlining the steps you have taken to rectify this issue and prevent future occurrences.

Sincerely,

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