

Date: [Insert Date]

To: [Recipient Name/Property Manager/Contractor]

Address: [Recipient Address]

Subject: Formal Notice of Health and Safety Hazard Maintenance Compliance

Dear [Recipient Name],

This letter serves as formal notification regarding specific health and safety hazards identified at the following location: [Insert Property Address/Location].

Upon inspection conducted on [Insert Date], the following hazards were identified as non-compliant with health and safety regulations:

- [Hazard Description 1]
- [Hazard Description 2]
- [Hazard Description 3]

Under [Insert Local Law or Regulation Name], these conditions must be rectified to ensure the safety of all occupants and visitors. You are hereby requested to perform the necessary maintenance and repairs to bring the premises into full compliance.

Required Actions:

- [Specific Repair Action 1]
- [Specific Repair Action 2]

Please complete these corrective actions by [Insert Deadline Date]. Once the maintenance is finished, please provide written documentation or a certification of compliance to my office.

Failure to address these hazards within the specified timeframe may result in further administrative action or legal penalties.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title/Organization]

[Your Contact Information]