

[Your Name]  
[Your Position]  
[Aquatic Center Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Accident Report - Incident at Aquatic Center on [Date of Incident]

I am writing to formally report an incident that occurred at the Aquatic Center on [Date of Incident].

Incident Overview:

On [specific date], at approximately [time], an incident occurred involving [brief description of the individuals involved, e.g., a patron, staff member, etc.]. The circumstances leading up to the incident included [briefly outline what happened before the incident].

Details of the Incident:

- Location: [specific location within the center]
- Individuals involved: [names, ages, and roles if applicable]
- Description of events: [provide a detailed account of what happened]
- Response: [detail any immediate actions taken, including first aid, emergency services contacted, etc.]

Injuries:

The incident resulted in [describe any injuries sustained, if applicable, or state "no injuries reported"].

Follow-Up Actions:

We have taken the following steps in response to this incident:

1. [List actions taken, e.g., review procedures, staff training, etc.]
2. [Any policy changes or safety measures implemented]

We are committed to ensuring the safety of all patrons and staff at the Aquatic Center. If you require further information or have any questions regarding this incident, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Aquatic Center Name]