

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

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

Subject: BB Gun Incident Report

Dear [Recipient Name],

I am writing to formally report an incident that occurred on [date of incident] involving a BB gun at [location of incident].

Briefly, the details of the incident are as follows:

- Time of Incident: [Time]
- Description of the Incident: [Provide a clear and concise overview of what happened, including any individuals involved and actions taken.]
- Any Injuries or Damage: [Detail any injuries sustained or property damage incurred.]
- Immediate Actions Taken: [Describe any steps you took immediately following the incident, such as contacting authorities or providing assistance.]

I request that this report be documented, and appropriate actions be considered regarding safety protocols within our community. Please let me know if further information is required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Contact Information]