

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Incident Report

I am writing to formally report an incident that occurred on [Date of Incident] at [Location of Incident]. The details of the incident are as follows:

1. ****Description of Incident:****

[Provide a brief overview of the incident, including what happened, how it happened, and any immediate effects.]

2. ****Persons Involved:****

[List individuals involved, including their titles and roles in the incident.]

3. ****Actions Taken:****

[Describe any immediate actions taken in response to the incident.]

4. ****Impact Assessment:****

[Outline any consequences of the incident on operations, personnel, or safety.]

5. ****Recommendations/Next Steps:****

[Suggest any corrective or preventive measures to avoid future incidents.]

Please feel free to reach out if you require further details or clarification regarding this matter.

Thank you for your attention to this serious issue.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]