

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]
Subject: Incident Report
Dear [Recipient Name],
I am writing to formally report an incident that occurred on [date] at
[location].
Incident Details:
- **Date and Time of Incident:**
- **Location of Incident:**
- **Individuals Involved:**
- **Description of Incident:**
Actions Taken:
- [Action 1]
- [Action 2]
Witnesses:
- [Witness Name and Contact Information]
- [Witness Name and Contact Information]
Please let me know if you require any further information or
clarification regarding this incident.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization]