

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]
Subject: Incident Reporting - [Brief Description of Incident]
Dear [Recipient's Name],
I am writing to formally report an incident that occurred on [date of incident] at [location of incident].
Incident Details:
- **Date and Time:** [Date and time of the incident]
- **Location:** [Specific location of the incident]
- **Individuals Involved:** [Names and roles of individuals involved]
- **Description of Incident:** [A detailed account of what happened]
Immediate Actions Taken:
- [List any immediate actions taken post-incident]
Witnesses:
- [Names and contact information of witnesses, if applicable]
Requested Action:
I kindly request that this incident be investigated and appropriate measures be taken to prevent future occurrences.
Thank you for your attention to this matter. I am available to discuss this further and can be reached at [your phone number] or [your email].
Sincerely,
[Your Name]
[Your Job Title, if applicable]
[Your Company/Organization, if applicable]