

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

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

Subject: Incident Report - [Brief Description of Incident]

Dear [Recipient Name],

I am writing to formally report an incident that occurred on [date] at [location]. The details are as follows:

- ****Incident Description:**** [Brief description of what happened]
- ****Time of Incident:**** [Time]
- ****Individuals Involved:**** [Names and roles of individuals involved]
- ****Witnesses:**** [Names of witnesses, if any]
- ****Actions Taken:**** [What actions were taken immediately following the incident]

I recommend [any suggestions for preventing future incidents or next steps]. Please let me know if further information is required.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]