

[Your Name]
[Your Job Title]
[Your Company]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Manager's Job Title]
[Company Name]

Dear [Manager's Name],

I am writing to report an incident that occurred on [date] at [location] involving [brief description of the incident]. The incident involved [names of individuals involved] and resulted in [brief description of outcome or consequences].

I believe it is important to address this matter promptly to ensure the safety and well-being of all employees. I recommend [any actions you think should be taken].

Thank you for your attention to this matter. Please let me know if you need further information or details.

Sincerely,
[Your Name]
[Your Job Title]