

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Incident Report

Dear [Recipient's Name],

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

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

[Provide a brief overview of what happened, including any relevant background information.]

****2. Time and Date of Incident:****

[Time and Date]

****3. Individuals Involved:****

[List the names and roles of all individuals involved in the incident.]

****4. Witnesses:****

[List the names and contact information of any witnesses.]

****5. Actions Taken:****

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

****6. Further Recommendations:****

[If applicable, include recommendations for preventing similar incidents in the future.]

Please let me know if you require any further information or clarification regarding this matter.

Thank you for your attention to this incident.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Company Name]