

[Your Name]  
[Your Title]  
[Your Organization]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]

Subject: Incident Report

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally report an incident that occurred on [date of incident] at [location of incident].

**\*\*Incident Description:\*\***

Provide a clear and concise description of the incident, including relevant details such as time, location, people involved, and the nature of the incident.

**\*\*Immediate Action Taken:\*\***

Outline any immediate steps taken in response to the incident, including who was notified and any measures implemented to address the situation.

**\*\*Impact Assessment:\*\***

Discuss the impact of the incident on operations, personnel, or any other relevant factors.

**\*\*Recommendations for Future Prevention:\*\***

Suggest potential measures or changes to prevent similar incidents in the future.

**\*\*Attachments:\*\***

Include any supporting documents, photographs, or additional information relevant to the incident.

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

Sincerely,

[Your Name]  
[Your Title]  
[Your Contact Information]