

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

Dear [Recipient Name],

Subject: Safety Incident Report

I am writing to formally report a safety incident that occurred on [Date of Incident] at [Location of Incident].

****Incident Details**:**

- ****Date/Time of Incident**:** [Date/Time]
- ****Location**:** [Specific Location]
- ****Individuals Involved**:** [Names and Positions]
- ****Description of the Incident**:** [Brief description of what occurred, including any relevant details]

****Injuries/Consequences**:**

- [List any injuries sustained, property damage, or other consequences of the incident]

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

- [Describe any immediate measures taken to address the situation]

****Further Recommendations**:**

- [Provide any recommendations for preventing similar incidents in the future]

Please feel free to reach out if you require any further information or clarification regarding this incident.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]