

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Position]  
[Recipient's Company/Organization]  
[Recipient's 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 of the incident are as follows:  
\*\*Incident Description:\*\*  
- [Provide a detailed but concise description of the incident.]  
\*\*Individuals Involved:\*\*  
- [List names, positions, and contact information of all individuals  
involved.]  
\*\*Witnesses:\*\*  
- [List names and contact information of any witnesses.]  
\*\*Action Taken:\*\*  
- [Describe the actions taken in response to the incident, including any  
immediate measures implemented.]  
\*\*Recommendations:\*\*  
- [Provide any suggestions or recommendations based on the incident.]  
Please let me know if you require any further information or  
clarification regarding this matter.  
Thank you for your attention to this important issue.  
Sincerely,  
[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Contact Information]