

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

Dear [Recipient Name],

Subject: Incident Report - [Brief Description of Incident]

I am writing to formally report an incident that occurred on [date of incident] at [location]. This letter outlines the details of the incident, including what transpired, involved parties, and any immediate actions taken.

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

[Provide a detailed account of the incident, including time, location, and specific events that occurred.]

**\*\*Involved Parties:\*\***

[List all individuals involved in the incident, including their roles and contact information if applicable.]

**\*\*Actions Taken:\*\***

[Describe any steps taken immediately following the incident to address the situation, including any notifications made to authorities or internal departments.]

**\*\*Recommendations:\*\***

[Optionally, provide recommendations for preventing similar incidents in the future or actions to take moving forward.]

Please feel free to reach out for any further information or clarification regarding this report.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]