

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

[Recipient Name]  
[Recipient Title/Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Incident Report - [Brief Description of the Incident]

I am writing to formally report an incident that occurred on [date of incident] at [location of incident].

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

Provide a detailed account of the incident, including what happened, who was involved, when it took place, and any immediate actions taken in response.

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

List the names and roles of individuals involved in the incident.

**\*\*Witnesses:\*\***

Mention any witnesses to the incident, including their contact information if applicable.

**\*\*Recommendations/Next Steps:\*\***

Include any suggestions or necessary actions that should be taken to prevent similar incidents in the future.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information regarding this incident.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]