

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Incident Documentation Report

Dear [Recipient's Name],

I am writing to formally document an incident that occurred on [date] at [location]. The details of the incident are as follows:

****Description of the Incident:****

[Provide a detailed account of the incident, including what happened, when, and where. Mention any individuals involved and their roles.]

****Witnesses:****

[List any witnesses to the incident, along with their contact information.]

****Actions Taken:****

[Describe any immediate actions taken following the incident, including any reporting or responses from personnel.]

****Follow-Up:****

[Outline any intended follow-up actions, investigations, or recommendations for future prevention.]

Please let me know if you require any additional information or further clarification regarding this incident.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]