

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

Subject: Incident Report  
Dear [Recipient Name],

1. **\*\*Introduction\*\***
    - Briefly state the purpose of the report
    - Date and time of the incident
    - Location of the incident
  2. **\*\*Incident Description\*\***
    - Detailed account of what occurred
    - Individuals involved (names, positions)
    - Any witnesses present
  3. **\*\*Immediate Actions Taken\*\***
    - Steps taken to address the incident right away
    - Any first aid or emergency services contacted
  4. **\*\*Follow-Up Actions\*\***
    - Investigations initiated
    - Meetings held to discuss incident
    - Any communications sent to stakeholders
  5. **\*\*Conclusion\*\***
    - Summary of findings
    - Recommendations for preventing future incidents
  6. **\*\*Attachments\*\***
    - List any attached documents (photos, witness statements, etc.)
- Thank you for your attention to this matter. Please feel free to reach out if you require any further information.
- Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]