

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

To Whom It May Concern,

Subject: Incident Report - [Brief Description of Incident]

I am writing to formally report an incident that occurred on [Date of Incident] at [Location of Incident].

Details of the Incident:

- Time of Incident: [Time]
- Description of Incident: [Detailed description of what happened]
- Individuals Involved: [Names or descriptions of individuals involved, if applicable]
- Witnesses: [Names and contact information of any witnesses, if applicable]
- Evidence: [Description of any evidence, such as photos, videos, etc.]

I kindly request that this incident be documented and investigated accordingly. Please let me know if you require any more information or clarification regarding this matter.

Thank you for your attention to this important issue.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]