

[Your Name]
[Your Position]
[Security Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Organization Name]
[Organization 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] at approximately [time] at [specific location].
Incident Details:
- **Date and Time:** [Date and Time]
- **Location:** [Exact Location]
- **Individuals Involved:** [Names and Roles]
- **Witnesses:** [Names and Contact Information]
Description of Incident:
[Provide a detailed description of the incident, including what happened, how it occurred, and any immediate actions taken.]
Response Actions Taken:
[List any actions you took, such as contacting law enforcement, administering first aid, or securing the area.]
Recommendations:
[Offer any recommendations to prevent similar incidents in the future.]
Please let me know if you require any additional information or clarification regarding this incident.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Security Company Name]