

[Your Name]
[Your Position]
[School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Principal's Name]
[Principal's Position]
[School Name]

Dear [Principal's Name],
Subject: Incident Report

I am writing to formally report an incident that took place on [Date of Incident] involving [Student's Name/Incident Details].

Description of the Incident:

[Provide a detailed account of the incident including what happened, where it occurred, and who was involved.]

Actions Taken:

[Outline any actions you took in response to the incident, including any communication with students, parents, or other staff members.]

Recommendations:

[If applicable, provide any recommendations for further action or follow-up.]

Please let me know if you need any further information or clarification regarding this incident. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]