

Accident Notification

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Health and Safety Accident Notification

Dear [Recipient Name],

I am writing to formally notify you of an accident that occurred on [insert date of the incident] at [insert location]. This incident involved [brief description of the individuals involved, if applicable].

Details of the incident are as follows:

- **Time of Accident:** [Insert Time]
- **Description of Incident:** [Brief description of what happened]
- **Injuries Sustained:** [List any injuries, if applicable]

Immediate actions taken included [describe any first aid, reporting, or other steps taken]. An investigation into the incident will be conducted to ensure proper safety measures are put in place to prevent future occurrences.

Please let me know if you need any additional information regarding this incident or the follow-up actions being taken.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]