

# Incident Reporting Protocol

Date: **[Insert Date]**

To: **[Recipient Name]**

From: **[Your Name]**

Subject: Incident Report - **[Brief Description of Incident]**

## Introduction

This letter serves to formally report an incident that occurred on **[Incident Date]** at **[Location]**.

## Details of the Incident

**Type of Incident:** **[Type, e.g., Altercation, Vandalism, etc.]**

**Description:** **[Provide a clear and concise description of the incident, including key events and individuals involved.]**

## Impact of the Incident

**[Discuss any impact the incident had on club operations, members, or property.]**

## Action Taken

**[Describe any immediate actions taken in response to the incident, including who was notified.]**

## Recommendations

**[Provide any recommendations for preventing future incidents related to this matter.]**

## Conclusion

Thank you for your attention to this matter. Please feel free to contact me at **[Your Contact Information]** should you have any questions or require further details.

Sincerely,  
**[Your Name]**  
**[Your Position]**  
**[Club Name]**