

Incident Claim Submission

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Your Name]

Club Name: [Insert Club Name]

Subject: Submission of Incident Claim for Club Gathering

Dear [Recipient Name],

I am writing to formally submit a claim regarding an incident that occurred during our recent club gathering held on [Insert Date of Gathering] at [Insert Location].

Details of the Incident:

- **Involved Parties:** [List of individuals involved]
- **Description of Incident:** [Brief description of what happened]
- **Time and Date of Incident:** [Insert specific time and date]
- **Location of Incident:** [Insert specific location]

As a result of this incident, I would like to claim [insert details of the claim, e.g., reimbursement for damages, medical expenses, etc.]. Attached are the necessary documents including [list attached documents, such as photographs, receipts, witness statements, etc.].

I appreciate your prompt attention to this matter. Please let me know if you require any further information or documentation.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Position in the Club]