

Incident Report Submission

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Position: [Your Position]

Club: [Club Name]

Dear [Recipient's Name],

I am writing to formally report an incident that occurred during our recent club activity on [Date of Incident]. The details are as follows:

Incident Details

Location: [Location of Incident]

Time: [Time of Incident]

Individuals Involved: [Names of Individuals]

Description of Incident: [Provide a brief description of what happened]

Actions Taken

[Describe any immediate actions taken in response to the incident]

Follow-up Actions Recommended

[Suggest any follow-up actions to prevent future incidents]

Thank you for your attention to this matter. Please let me know if you require any further information.

Sincerely,

[Your Name]

[Your Contact Information]