

# Incident Reporting Procedure Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update to Incident Reporting Procedure

Dear [Recipient's Name],

We are writing to inform you about an important update to our Incident Reporting Procedure, effective [Insert Effective Date]. This update aims to enhance our response protocol and improve the overall safety within the organization.

## Summary of Changes:

- [Change 1 Description]
- [Change 2 Description]
- [Change 3 Description]

Please review the updated procedure document attached for detailed information on the changes and how they may affect your department.

If you have any questions or require further clarification, do not hesitate to reach out to me directly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]