Incident Investigation Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Root Cause Analysis of [Incident Description]

1. Incident Description

[Provide a brief description of the incident, including date, time, and location.]

2. Background Information

[Provide relevant background information and context for the incident.]

3. Investigation Methodology

[Describe the methods used to investigate the incident, such as interviews, observations, and document reviews.]

4. Findings

[Summarize the key findings from the investigation.]

5. Root Cause Analysis

[Discuss the identified root causes of the incident, using tools like the 5 Whys or Fishbone Diagram as applicable.]

6. Recommendations

[Provide recommendations for corrective actions to prevent reoccurrence of the incident.]

7. Conclusion

[Summarize the overall conclusions from the investigation.]

Appendices

[Include any additional information, like charts, diagrams, or interview transcripts.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]