

Transportation Accident Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We regret to inform you that on [Date of Accident], an accident involving our [type of vehicle, e.g., bus, truck] occurred at [Location of Accident]. This incident resulted in [briefly describe nature of the accident, e.g., injuries, damages].

We are currently gathering all relevant details regarding the incident and are committed to providing you with updates as we receive more information. Our main concern is the safety and well-being of all parties involved.

If you have any questions or need further assistance, please do not hesitate to contact us at [Your Contact Information].

We appreciate your understanding during this difficult time.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Organization's Contact Information]