

# Vehicle Mishap Report

**Date:** [Insert Date]

**To:** [Insert Recipient Name]

**From:** [Insert Your Name]

**Subject:** Vehicle Mishap Report

Dear [Recipient Name],

I am writing to report a vehicle mishap that occurred on [Insert Date of Incident] at approximately [Insert Time of Incident]. The incident took place at [Insert Location].

## **Details of the Incident:**

- **Involved Vehicles:** [Provide details of the vehicles involved]
- **Description of the Incident:** [Describe what happened]
- **Weather Conditions:** [Insert weather conditions at the time]
- **Injuries:** [List any injuries sustained]
- **Police Report:** [Mention if a report was filed]

Attached are photos of the scene and any other relevant documents.

Please let me know if you require any further information regarding this incident.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]