

# Driver Incident Acknowledgment Receipt

Date: **[Date]**

To: **[Driver's Name]**

From: **[Company Name]**

Subject: Acknowledgment of Incident Report

Dear **[Driver's Name]**,

This letter serves to acknowledge the receipt of your incident report dated **[Incident Date]** regarding the accident that occurred while you were on duty. We appreciate your prompt notification and cooperation in providing the necessary details.

The information you provided will be reviewed thoroughly by our safety department, and further actions will be determined based on our findings. We ensure that this matter will be handled with the utmost priority.

If you have any additional information or evidence to support your report, please do not hesitate to reach out to us at **[Contact Information]**.

Thank you for your attention to this matter and for your contribution to maintaining safety on the road.

Sincerely,

**[Your Name]**

**[Your Position]**

**[Company Name]**

**[Company Address]**

**[Contact Information]**