

Driver Incident Follow-Up

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Driver's Name]

[Driver's Address]

[City, State, Zip Code]

Dear [Driver's Name],

We hope this letter finds you well. We are writing to follow up regarding the incident that occurred on [Incident Date] involving your vehicle.

As part of our commitment to safety and compliance, we would like to gather further information about the circumstances surrounding the incident. Please provide details regarding the events leading up to the incident and any actions taken immediately afterward.

Additionally, if you have any documentation or reports related to the incident, please include them in your response. Your input is invaluable in ensuring we address the situation appropriately.

We appreciate your attention to this matter and look forward to your prompt response. Should you have any questions or need assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]