

# Driver Incident Report Confirmation

Date: [Insert Date]

To: [Driver's Name]

Address: [Driver's Address]

Dear [Driver's Name],

We are writing to confirm the receipt of your incident report dated [Insert Incident Date] regarding the [Insert Incident Description]. Your report has been logged and is currently under review by our team.

We understand the importance of this matter and will ensure that it is addressed promptly. You will be updated on the progress of your report within [Insert Time Frame].

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]