

# Vendor Accident Report

**Date:** [Insert Date]

**To:** [Vendor Name]

**From:** [Your Company Name]

**Subject:** Accident Report - [Accident Reference Number]

Dear [Vendor Contact Name],

We are writing to formally report an accident that occurred on [Insert Accident Date] involving [Description of the Incident, e.g., "your delivery truck" or "your personnel"].

## Details of the Incident:

- **Date & Time:** [Insert Date and Time]
- **Location:** [Insert location]
- **Description of the Incident:** [Detailed description of what happened]
- **Injuries Sustained:** [Details of any injuries if applicable]
- **Damage to Property:** [Details of any damages]

We have taken the following actions in response to the incident:

- [Action 1]
- [Action 2]
- [Action 3]

Please feel free to contact us at [Your Phone Number] or [Your Email] for any further details or clarifications regarding this matter.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]