

# Incident Report: Communication Failure

**Date:** [Insert Date]

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

**From:** [Your Name]

**Company Name:** [Your Company Name]

**Subject:** Incident Report Regarding Communication Failure

## Incident Details

### Description of Incident:

[Describe the incident, including what occurred, when, and the impact of the communication failure.]

## Action Taken

[Outline any immediate actions taken in response to the incident and any investigations conducted.]

## Recommendations

[Provide recommendations to prevent future incidents, such as improved communication protocols or training.]

## Conclusion

[Summarize the importance of addressing the incident and maintaining strong communication moving forward.]

## Attachments

[List any relevant documents or evidence attached to this report]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]