

# Subcontractor Equipment Incident Report

**Date:** [Insert Date]

**To:** [Recipient Name]

**Company:** [Recipient Company]

**Address:** [Recipient Address]

Dear [Recipient Name],

We are writing to inform you of an incident that occurred on [Insert Date of Incident], involving equipment under our subcontractor, [Subcontractor Name]. The details of the incident are as follows:

## Incident Details

### Incident Description:

[Briefly describe the incident, including what equipment was involved and any relevant circumstances.]

**Location:** [Insert Location of Incident]

**Time of Incident:** [Insert Time]

## Involved Personnel

**Name of Subcontractor Employee:** [Insert Name]

**Position:** [Insert Position]

## Immediate Actions Taken

[Describe any immediate actions taken in response to the incident, such as securing the area, notifying management, etc.]

## Follow-Up Actions Required

[Outline any follow-up actions that are deemed necessary after the incident.]

We take incidents like these seriously and are committed to ensuring safety and compliance at all levels. Please let us know if you require any more information regarding this incident.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]