

# Injury Occurrence Explanation Letter

**Date:** [Insert Date]

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

**Address:** [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally explain the circumstances surrounding the injury that occurred on [insert date of injury] at [location of injury].

On that day, [provide a detailed description of the incident, including what happened, how the injury occurred, and any relevant conditions that contributed to the situation].

As a result of this incident, [describe the injury sustained and any immediate actions taken, such as first aid or medical attention sought].

We take this matter seriously and are committed to preventing similar incidents in the future. [Briefly mention any corrective actions taken or planned].

If you have any questions or require further information, please do not hesitate to reach out to me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]