

Incident Account Report

Date: [Insert Date]

From: [Your Nonprofit Organization Name]

To: [Recipient's Name]

Subject: Incident Account Report

Dear [Recipient's Name],

I am writing to provide an account of the incident that occurred on [Insert Date of Incident] involving [brief description of the incident and parties involved].

Details of the Incident:

- Date and Time: [Insert Date and Time]
- Location: [Insert Location]
- Description of Incident: [Insert detailed description of what happened]
- Individuals Involved: [List of individuals involved or affected]

Actions Taken:

- [Action 1 taken in response to the incident]
- [Action 2 taken in response to the incident]
- [Additional actions as necessary]

Moving Forward:

[Description of measures that will be taken to prevent similar incidents in the future or any follow-up actions planned.]

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Title]

[Your Nonprofit Organization Name]

[Contact Information]