

# Incident Communication Notification

Date: [Insert Date]

To: [Agency Name]

From: [Your Organization]

Subject: Incident Notification and Assistance Request

Dear [Agency Representative's Name],

We are writing to inform you about an incident that occurred on [Insert Date of Incident], affecting [brief description of affected individuals/communities]. The incident involves [brief description of the nature of the incident].

As we strive to provide necessary support and resources, we kindly request your assistance in addressing the needs that have arisen from this situation. Specifically, we are looking for help in the following areas:

- [Specific need 1]
- [Specific need 2]
- [Specific need 3]

We appreciate your support and collaboration in helping those affected. Please feel free to reach out to us at [your contact information] for further discussion or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]