

# Incident Report Correspondence

**Date:** [Insert Date]

**To:** [Recipient Name]

**Position:** [Recipient Position]

**Agency:** [Agency Name]

**Address:** [Agency Address]

## **Subject: Incident Report**

Dear [Recipient Name],

We are writing to inform you of an incident that occurred on [date of incident] involving [brief description of the incident, e.g., an incident affecting service users in our care]. The details of the incident are as follows:

### **Incident Details:**

- **Location:** [Location of incident]
- **Description:** [Detailed description of incident]
- **Individuals Involved:** [List of individuals involved]

### **Actions Taken:**

[Description of actions taken in response to the incident, including any immediate measures found necessary.]

### **Next Steps:**

[Outline any follow-up actions planned, investigations, or meetings to address the incident.]

We are committed to ensuring the safety and well-being of the individuals we serve and will keep you informed of any developments regarding this incident.

Thank you for your attention to this matter. Please feel free to reach out to us at [Your Contact Information] should you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Agency Name]

[Your Contact Information]