

# Incident Documentation Letter

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Incident Report - [Brief Description of Incident]

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Dear [Recipient's Name],

This letter serves to document an incident that occurred on [insert date of incident] at [insert location]. The details of the incident are as follows:

## Incident Details

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

**Individuals Involved:** [List names and roles]

**Description of Incident:** [Provide a detailed account of the incident]

## Actions Taken

[Describe any immediate actions taken following the incident, including notification of authorities, safety measures, etc.]

## Follow-Up Actions

[Outline any recommendations or plans for follow-up actions based on the incident]

If you require further information or would like to discuss this incident in more detail, please feel free to contact me at [your contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]