

# Accident Alert Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company Name]

Subject: Accident Alert for Vehicle [Vehicle ID/License Plate]

Dear [Recipient's Name],

We regret to inform you that an accident involving our transportation service vehicle identified as [Vehicle ID/License Plate] occurred on [Date of Accident] at [Location of Accident].

No serious injuries were reported, and emergency services responded immediately. We are conducting a thorough investigation into the circumstances of the incident and will keep you updated on our findings.

We understand the importance of safety and assure you that we are taking all necessary actions to prevent such incidents in the future.

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]