

Injury Communication Letter

Date: [Insert Date]

To,

School Administration,
[School Name]
[School Address]
[City, State, ZIP Code]

Dear [Principal's Name],

I am writing to inform you about an injury that my child, [Child's Name], sustained on [Date of Injury] while at school.

Details of the injury are as follows:

- **Nature of Injury:** [Brief description of the injury]
- **Location of Occurrence:** [Specific area in the school where it happened]
- **Action Taken:** [Details about the response after the injury occurred]

We have consulted with a medical professional and [Child's Name] will require [mention any treatments or time off if necessary].

I request that you keep this incident on record and please inform relevant staff to ensure a safe environment for my child moving forward.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Phone Number]
[Your Email]