

Incident Explanation Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to provide an explanation regarding the recent incident that occurred during [Event/Game] on [Date of Incident]. As a member of the [Team Name], it is important for us to address this matter transparently and responsibly.

On the day of the incident, [briefly describe what happened, including the key facts and contributing circumstances]. This event was unforeseen and not representative of our team's values or standards.

We take full responsibility for the actions of our team members and understand the impact it had on the game and our supporters. As a result, we are implementing [mention any actions being taken to prevent future occurrences, e.g., additional training, team meetings, etc.].

We sincerely apologize for any distress this incident may have caused and appreciate your understanding as we navigate this situation.

Thank you for your attention to this matter. Should you have any further questions or require additional information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Team Name]

[Your Contact Information]